Tampa International Airport®

This manual provides information necessary to become a registered Supplier with the Hillsborough County Aviation Authority Procurement Department.

Supplier Portal

Instruction Manual

Introduction to Supplier Portal

Hillsborough County Aviation Authority (Authority) has transitioned to an internet based Procure-to-Pay environment via Oracle®, an Enterprise Resource Planning (ERP) software package.

All Suppliers doing business with the Authority must register via the Supplier Portal (Portal). The Portal allows the Supplier to gain instant visibility to standard purchase orders, blanket purchase agreements, contract purchase agreements, blanket releases, receipts, invoices, payments and other administrative information. This allows for an increased level of communication between suppliers and the Authority, thereby ensuring success for everyone.

While navigation and access to data is intended to be easy within the Portal, questions on how to access certain data and screens may arise. This training manual was created to provide our Suppliers with general instructions about how the Portal works and how to navigate the various pages. By reading and following the step-by-step instructions, the Supplier will be better prepared to accomplish commonly used tasks.

The following Authority personnel are available for assistance, should it be necessary.

General Inquiries

- Procurement Helpline (813) 870-8796

Supplier Portal Administration, Navigation, Registration

- Christina Hostetler (813) 676-4367
- Kathleen Fisher (813) 870-8732

Products and Services, Sourcing

- Chris Rewis (813) 870-8768
- Tim Shoby (813) 870-8730

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Definition of Terms

1. Addresses: address(es) associated with the Supplier. Examples of these are Company headquarters, Company remit-to address, Local office, etc.

2. Administrator: employee of a Supplier that has been assigned the responsibility to manage and maintain the Supplier's Profile. The Supplier's Profile includes information about the Supplier such as: General Organization, Contact Directory, Addresses, Business Classifications, Products and Services and Payment and Invoicing.

3. Agreement: a purchase order created from an executed contract between the Supplier and the Authority. This is either issued as a Global Blanket Purchase Agreement or a Contract Purchase Agreement.

4. Business Classifications: categories that define minority status, licensure, bonding capabilities, etc.

5. Buyer: Authority employee issuing the purchase order or Negotiation.

6. Contact Directory: lists all employees that have been set up in the Supplier's Profile. Employee(s) may or may not have assigned responsibilities that allows them to access Supplier information housed in the assigned responsibility(ies).

7. Contract Purchase Agreement (CPA): a purchase order created from an executed contract between the Supplier and the Authority whereby various items are purchased at different prices on an as-needed basis. Purchases are tracked by total amount of funds expended.

8. Deliverable: actions or information required of the Supplier that are made a part of the purchase order, GBPA or CPA. Examples are: insurance certificate, Material Safety Data Sheet (MSDS), specifications or other documentation necessary for the completion of the purchase order.

9. Enterprise Resource Program (ERP): financial system with multiple modules that combines various functionality for the Authority's Departments into one software platform.

10. Global Blanket Purchase Agreement (GBPA): a purchase order created from an executed contract between the Supplier and the Authority whereby repetitive purchases are made at the same cost each time.

11. Header: section of the Request for Quote (RFQ; Negotiation) that contains general and required information about the quote. This page is located in the Sourcing responsibility.

12. iSupplier Portal Full Access: section of the Supplier Portal that allows the Supplier to manage purchase orders, receipts, deliverables, invoices, payments and other financial transactions.

13. Line(s): section of the Request for Quote (RFQ; Negotiation) that allows the Supplier to provide pricing for each line within the RFQ. This page is located in the Sourcing responsibility.

14. List of Values: actions that can be taken via drop-down lists provided throughout the Portal.

15. Negotiation: electronic request for quote (RFQ). Procurement method that requests pricing for the good(s) and/or service(s) being sourced.

16. Notifications: electronic messages from the System that notifies the user an action has been taken by the Authority or an action needs to be performed by the user within the Supplier Portal.

17. Organization: section of the Supplier Profile and User Manager responsibility that houses general company information such as headquarter and local offices, number of employees company-wide, and taxpayer identification.

18. Payment and Invoicing: section of the Supplier Profile and User Manager responsibility that provides the Administrator the ability to choose a payment method by address site. It also allows for a choice of notification of method of payment, i.e., email, fax, etc.

19. Products and Services: codes that represent a particular good or service. Each code represents a three digit "parent", which defines the category the particular good or service is located within and a two digit "child", which identifies the particular good or service. This code is based on the NIGP code. For additional information, visit NIGP Code at http://www.nigp.com/whythecode.php.

20. Receipt: good(s) or services(s) delivered to the Authority.

21. Request for Quote (RFQ, Negotiation): Procurement method that requests pricing for the good(s) and/or service(s) being sourced.

22. Response Number: number that identifies a Supplier's unique response to an RFQ.

23. Responsibility: access to Oracle which allows the Supplier to perform the functions found in that particular section of Oracle.

24. Sourcing Supplier: section of the Portal that provides electronic sourcing.

25. Supplier Portal: section of the Authority's ERP System that provides access to the Supplier's Profile. The Profile houses standard purchase orders, blanket purchase agreements, contract purchase agreements, blanket releases, receipts, invoices, payments and other administrative information and allows the Supplier real-time interaction with the Authority.

26. Supplier Profile: Company information housed within iSupplier Portal Full Access responsibility. The Profile contains general Company information, Addresses, Contact Directory, Business Classifications, Products and Services and Payment and Invoicing.

27. Supplier Profile & User Manager: section of the Portal that only Administrators have access to; this allows the Administrator to manage the Supplier Profile as necessary.

28. User: employee of the Supplier that is a contact of the Company and has assigned responsibility(ies) within the Supplier Portal.

29. Vacation Rules: located on the Oracle Applications Home Page, this action allows a user to temporarily transfer their Portal rights to another user within the Company.

30. Work Confirmation: Supplier generated record that provides current work information for construction projects. Supplier progress invoices are created from Work Confirmations.

31. Worklist Access: located on the Oracle Applications Home Page, this action allows a user to temporarily grant access to their notifications to another user within the Company.

Frequently Asked Questions

1. I don't remember my password; can you reset it?

   Yes. Ask your Company Administrator to check the box in your Contact Directory file that says "Reset Password". Once it has been reset by the System, you will receive a System generated email with your new temporary password. You will be required to change it when you log into the System for the first time after reset.

2. Our Administrator is out of town and we need to make changes to our Company Profile; can you help me?

   Yes. The Authority is suggesting that each Company identify two Administrators; one that handles the day to day operations and one that is a backup. If neither is available, call or email Procurement Helpline. 813-870-8796 or procurementhelpline@tampaairport.com

3. Why can't I log into the System?

   Contact your Company's IT Department. This may be due to firewall issues, internet browser issues, or your system may be delivering email notifications from the Portal into your "spam" folder.

4. How do I create an invoice?

   Creating invoices are fully explained beginning on page 46 of this manual.

5. What do we do if one of our employees with access to the Portal leaves our Company?

   The Administrator can go into that employee's Contact Directory file and inactivate the employee.

6. What is my user name?

   Your User name is the email address you provided to the Authority at the time you requested access to the Portal.

7. What if my email address changes?

   If your email address changes, ask your Administrator to deactivate your current file and set up a new one with the new email address.

8. How do I find out if an invoice has been paid?

   Navigate to the Finance Tab then click on the View Invoices hyperlink. Additional information is provided in the Finance Tab section of this manual.

9. How long does it take to get a request approved?

   Depending on the request, please allow 24 – 48 hours for approval. If you need further assistance, please call Procurement Helpline at 813-870-8796.

10. How will I know when my Supplier Profile is set up?

    The System will send you a notification that provides a hyperlink and your temporary password. Log into the System via the hyperlink, change your password to something that you can easily remember then follow the directions provided in this manual to complete the setup of your Profile.

New Suppliers

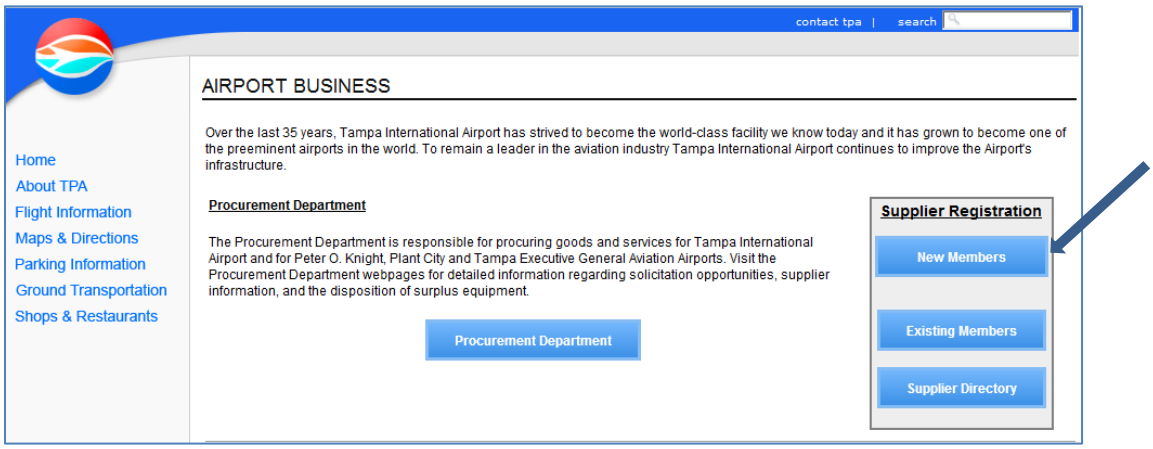
Welcome to Hillsborough County Aviation Authority, also known as Tampa International Airport, Procurement Department! Our mission is "to create value for the Authority and the Tampa Bay region with timely procurement and efficient management of goods and services, in a professional and transparent manner." We can only do this with the assistance of our Supplier community.

As you navigate through these instructions to become a registered Supplier for the Authority, please let us know how we can better assist you. General TIPs are provided throughout the process to help guide you through the various steps.

To begin the process, visit www.tampaairport.com, click on "Airport Business" to access the Airport Business page, where you will find the Supplier Portal (Portal).

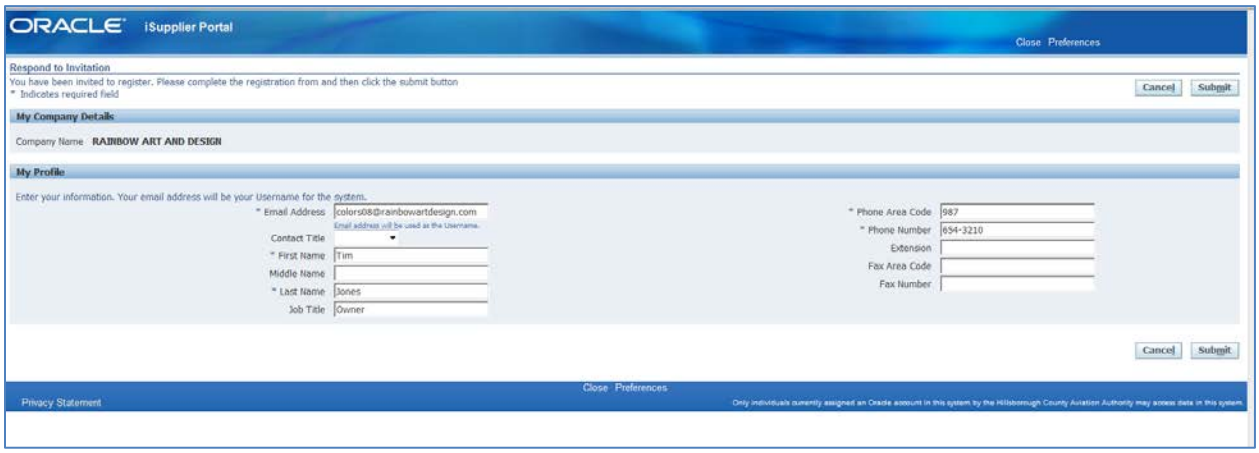
HOME | MOBILE SITE | ONLINE NEWSROOM | CONTACT US | Follow Us:
Tampa International Airport
Search
82.0 F (27.8 C)
Local Time: 11:58 AM
Wednesday, April 30, 2014
Weather info from NOAA
FLIGHT INFORMATION | ABOUT TPA | PARKING INFO | GROUND TRANSPORTATION | MAPS & DIRECTIONS | SHOPS & RESTAURANTS | AIRPORT BUSINESS
Flight Search
Flight Planner
Airlines At TPA
Airline
Flight #
Search Flights
Airlines at TPA
GROW YOUR BUSINESS
AT TAMPA INTERNATIONAL AIRPORT
Airport Concessions
Redevelopment Program (TPAcrp)
Tampa International Airport

Click on the New Members button; this will automatically take you to Oracle, the Authority's ERP software platform, which is where you begin the registration process.


contact tpa | search
Home
About TPA
Flight Information
Maps & Directions
Parking Information
Ground Transportation
Shops & Restaurants
AIRPORT BUSINESS
Over the last 35 years, Tampa International Airport has strived to become the world-class facility we know today and it has grown to become one of the preeminent airports in the world. To remain a leader in the aviation industry Tampa International Airport continues to improve the Airport's infrastructure.
Procurement Department
The Procurement Department is responsible for procuring goods and services for Tampa International Airport and for Peter O. Knight, Plant City and Tampa Executive General Aviation Airports. Visit the Procurement Department webpages for detailed information regarding solicitation opportunities, supplier information, and the disposition of surplus equipment.
Procurement Department
Supplier Registration
New Members
Existing Members
Supplier Directory

The first action you will be required to take is to provide contact information for the Administrator of your Company. The Administrator is the staff member responsible for your Company's Profile.

After clicking the New Members button, the *Respond to Invitation* page appears.



Step	Action
1.	Click in the **Email Address** field. Provide the email address for the primary Administrator. The Authority recommends two Administrators; register the primary Administrator in this initial process.
2.	Fill in the rest of the required fields. The required fields are denoted by an asterisk (*****).
3.	Click **Submit** to finalize your Company's request for invitation into the Supplier Profile.

Once you have submitted this information, the System will generate a confirmation message on the page and will send the request to the Authority. Once we have approved your request, the Administrator will receive an email with a link to the Prospective Supplier Registration page, which is where the rest of your Company's Profile information will be entered.

From: CRP3-Tampa International Airport ERP System (Oracle) [SMTP:ORACLECRP3R12@TAMPAAIRPORT.COM]
Sent: Thursday, August 07, 2014 9:58:01 AM
To: colors08@rainbowartdesign.com
Subject: FYI: Hillsborough County Aviation Authority Supplier Collaboration Network: Invitation to Register
Auto forwarded by a Rule

To **colors08@rainbowartdesign.com**
Sent **07-AUG-2014 09:57:09**
ID **7167464**

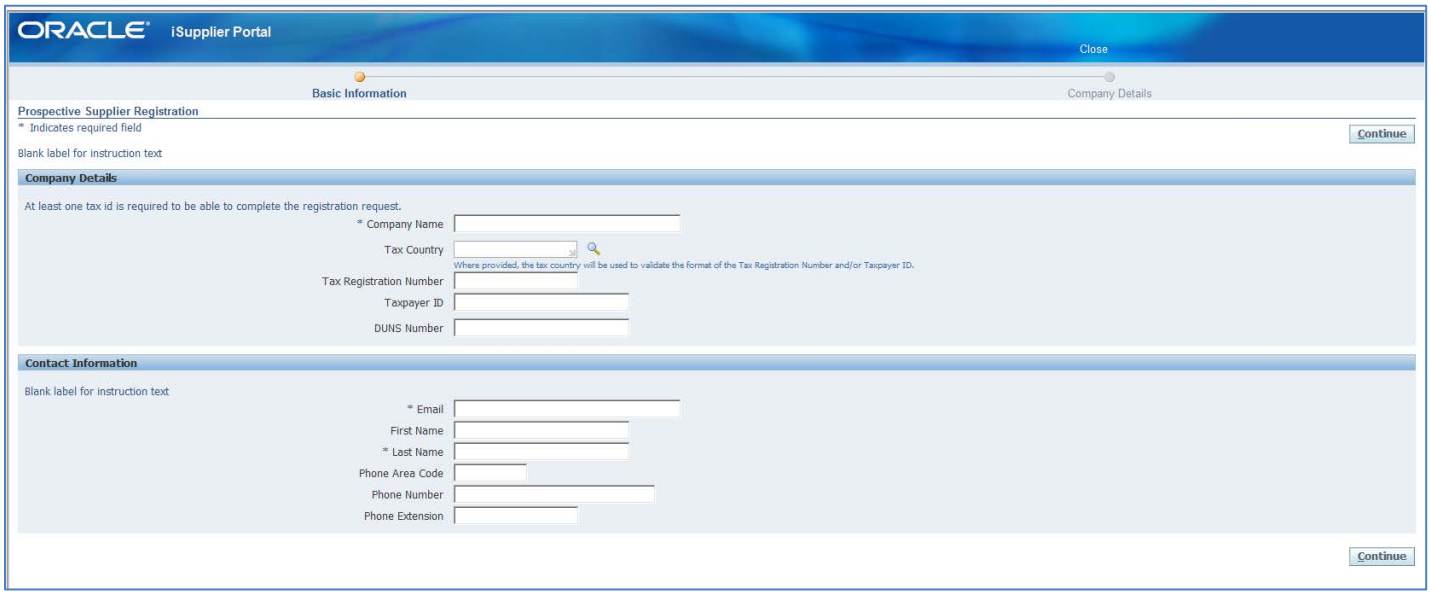
You have been invited to register with Hillsborough County Aviation Authority for access to their supplier collaboration network.

You can access the registration page by clicking the following link . You will be asked to provide additional contact information before submitting your registration request.

If necessary, you can forward this invitation to a colleague in order that they can complete the registration process.

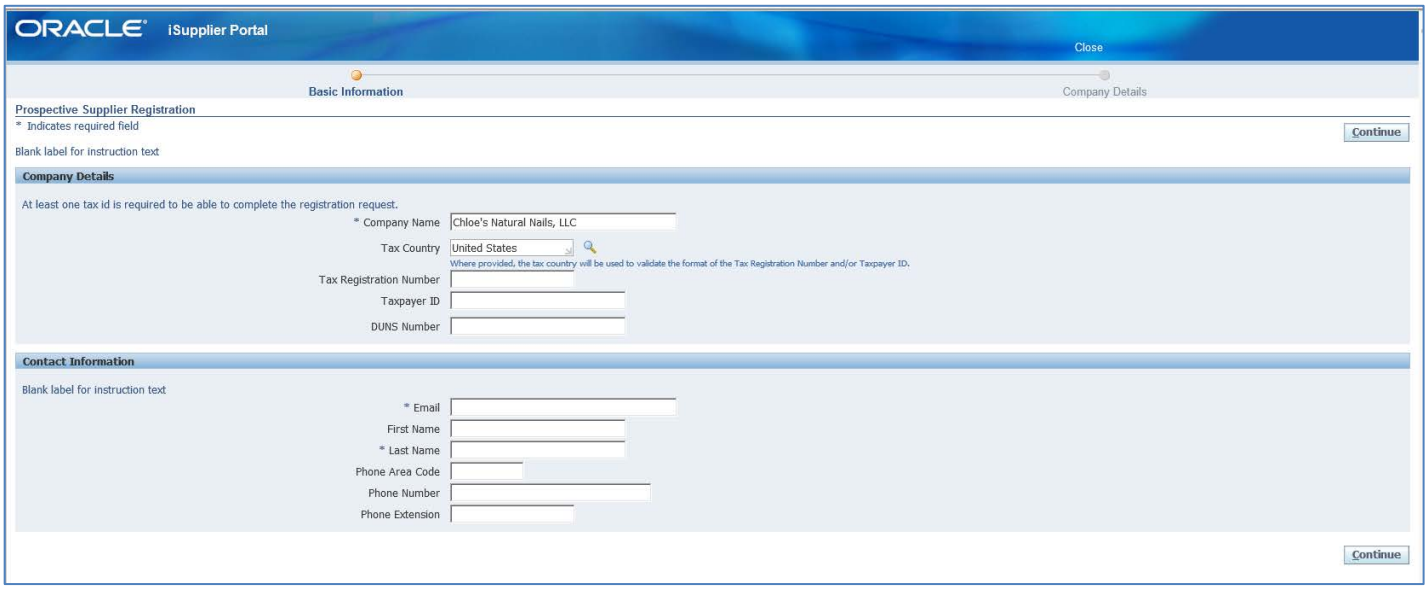
Thank you.

Click on the **link** to open the Hillsborough County Aviation Authority *Prospective Supplier Registration* window.



Step	Action
1.	Click in the **Company Name** field.
2.	Enter the Company's registered legal name, as registered with the State of Florida, into the **Company Name** field. * Company Name
3.	Click in the **Tax Country** field.
4.	Click the **Tax Country** magnifying glass button. This will open a new window.

Step	Action
5.	Click in the **Search By** field. Go
6.	Enter the desired information into the **Search By** field.
7.	Click the **Go** button to start your search. Go
8.	Click the **Quick Select** button for your Country; the System automatically enters that selection into the **Tax Country** field .

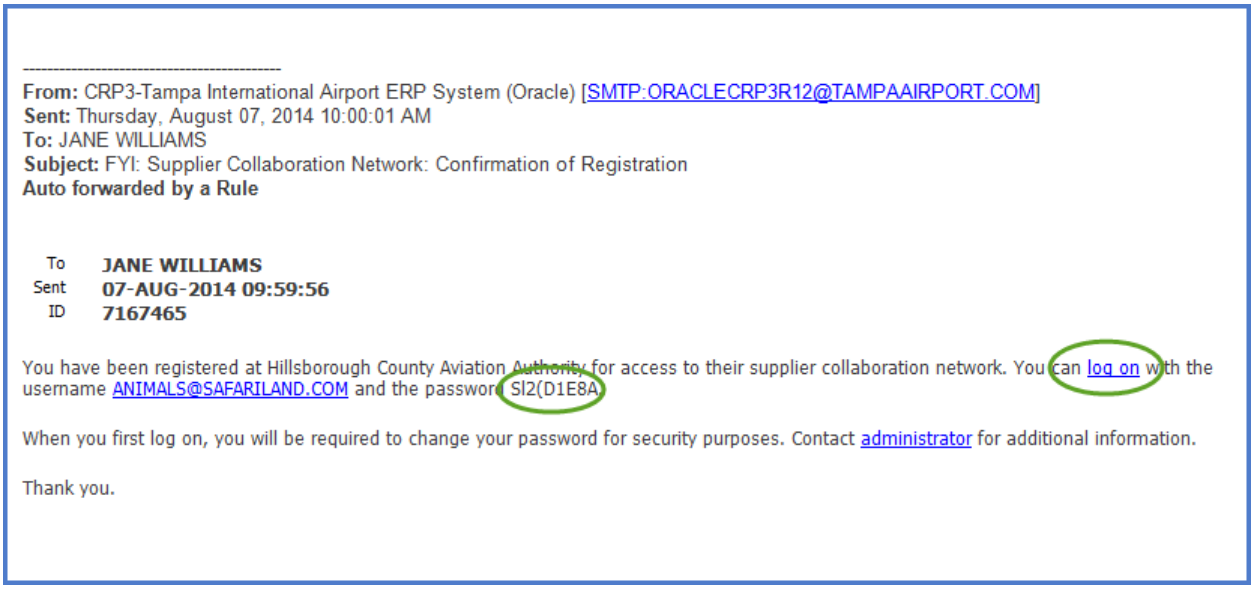


The System returns you to the Authority's *Prospective Supplier Registration* window.

Step	Action
9.	Click in the **Tax Registration Number** field and enter the Company's tax identification number (FEIN or SS). Tax Registration Number
10.	Now you are going to be entering **Contact Information**. This is the primary Administrator's contact information. All required information is denoted by an *.

11.	Click in the **Email** field. * Email
12.	Enter the email address for the Company's primary Administrator into the **Email** field.
13.	Click in the **First Name** field and enter information. First Name
14.	Click in the **Last Name** field and enter information. * Last Name
15.	Click in the **Phone Area Code** field and enter information. Phone Area Code
16.	Click in the **Phone Number** field and enter information. Phone Number
17.	If your Company has extensions, click in the **Phone Extension** field and enter information. Phone Extension
18.	Click the **Submit** button.

The System will confirm your request at this point. Once your request has been approved you will receive a System generated email with your user name and temporary password:



From: CRP3-Tampa International Airport ERP System (Oracle) [SMTP:ORACLECRP3R12@TAMPAAIRPORT.COM]
Sent: Thursday, August 07, 2014 10:00:01 AM
To: JANE WILLIAMS
Subject: FYI: Supplier Collaboration Network: Confirmation of Registration
Auto forwarded by a Rule

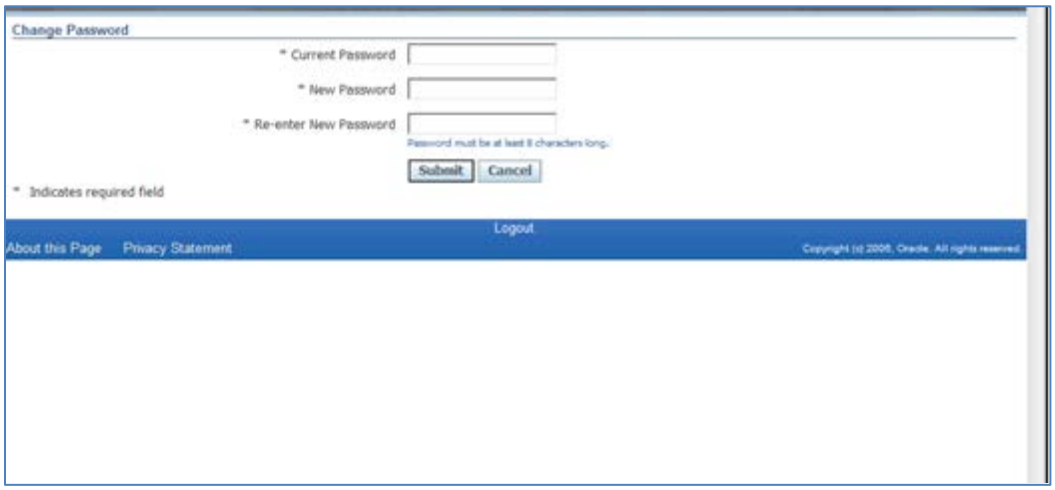
To **JANE WILLIAMS**
Sent **07-AUG-2014 09:59:56**
ID **7167465**

You have been registered at Hillsborough County Aviation Authority for access to their supplier collaboration network. You can log on with the username ANIMALS@SAFARILAND.COM and the password Sl2(D1E8A)

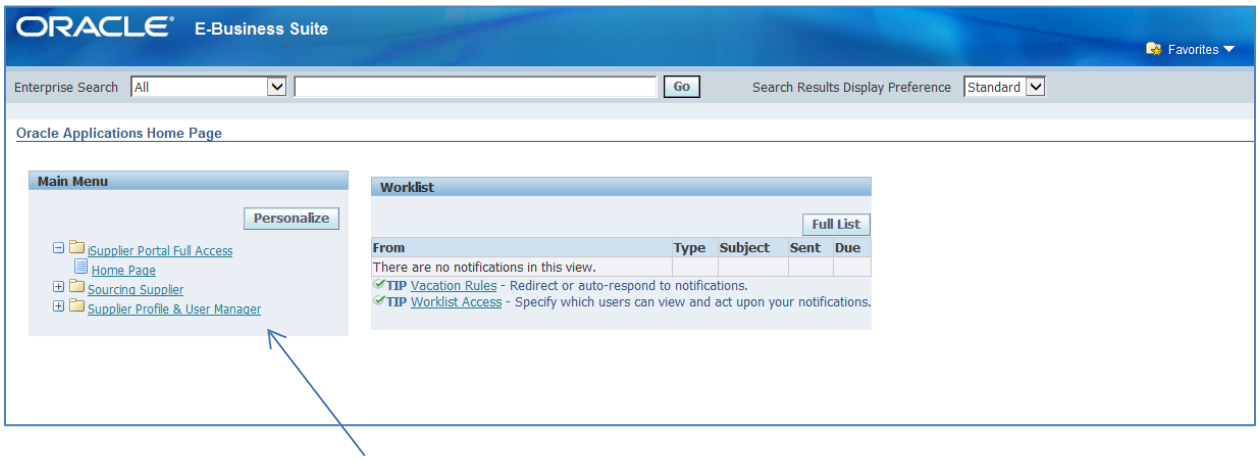
When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

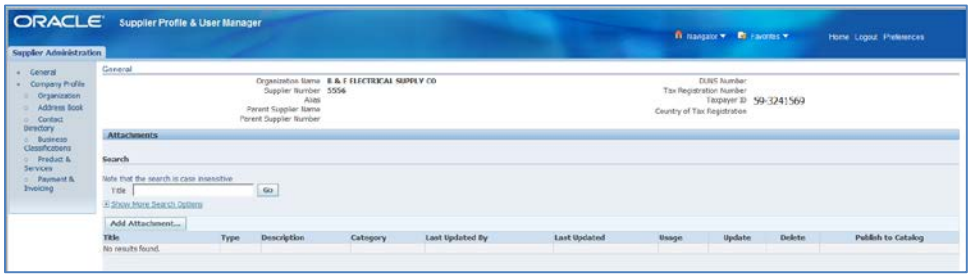
You can now log into the Portal via the **log on** link within the email. Make sure that you type in the temporary password EXACTLY as it appears in the email. The best way to do this is to copy the password then paste it into the Current Password field. Enter a new password that will be easy to remember but difficult for others to guess then click Submit.



The System takes you to the Oracle Applications Home Page. You are now able to complete your Company Profile.



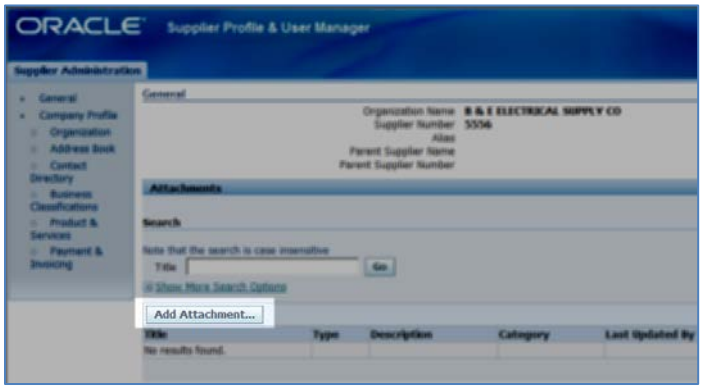
Click on Supplier Profile & User Manager to access your Supplier Profile. This takes you to the Supplier Administration page which is where Company information is stored.



General

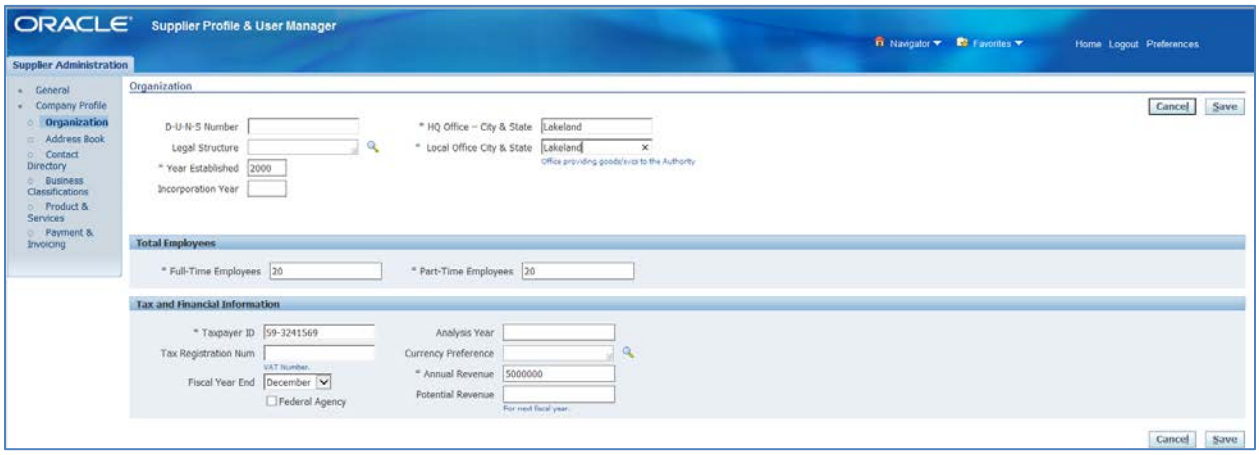
The General section provides basic Company information. This is the best place to add attachments that pertain to your Company such as minority certificates or licenses.

To add an attachment, click on the Add Attachment button.



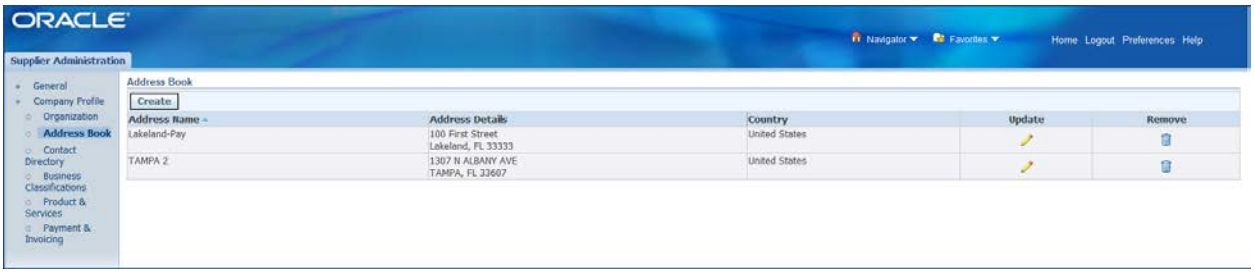
Organization

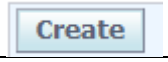
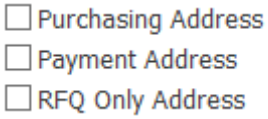
The Organization page provides additional general information about your Company. The fields marked with an asterisk (*) are required fields.

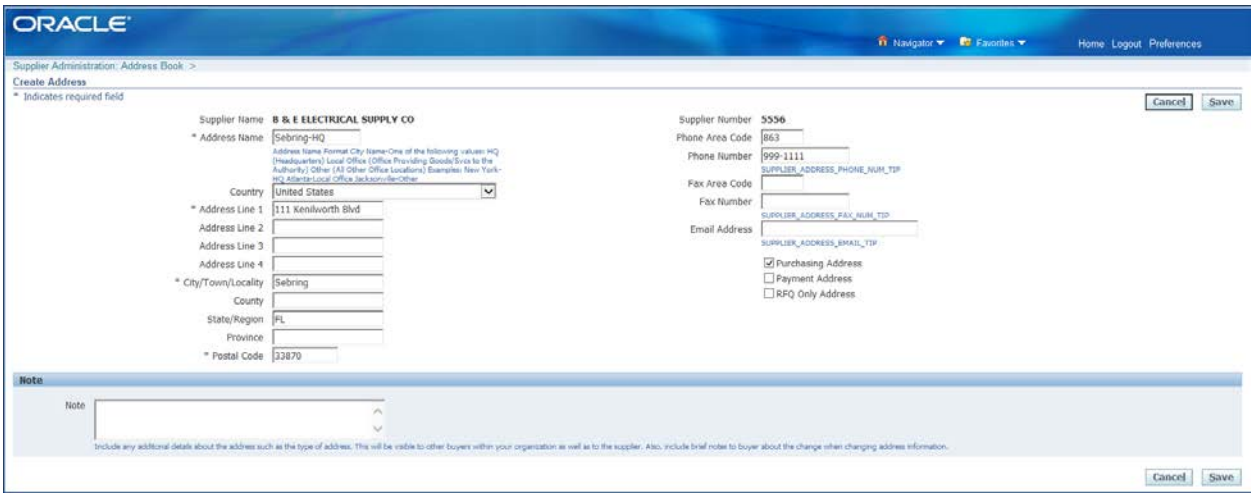


Address Book

The Address Book lists the various addresses for your Company.

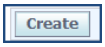
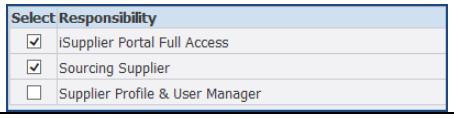
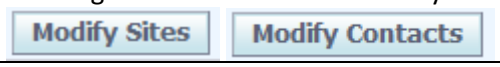


Step	Action
1.	To set up a new address, click the **Create** button. 
2.	The Address Name should be the City of the address. To make a specific identification of the address, add a hyphen and the descriptive word (i.e. –Payment) to the end of the address name. All fields with an asterisk (*) are required. Click **Apply.**
3.	Select the option(s) that apply to this address: **Purchasing Address, Payment Address, RFQ Only Address.** 
4.	When all information is entered, click **Save.**



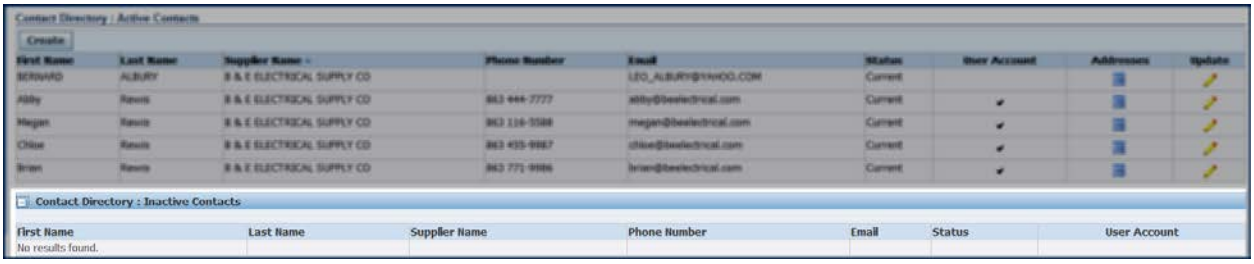
Contact Directory

This section provides a list of your employee(s) that have access to the Supplier Portal. The employee may just be listed as a contact, with no responsibilities, or may be a contact that has any or all of the three responsibilities (iSupplier Full Access, Sourcing, Supplier User & Profile Manager). To view the responsibilities granted to an individual user simply click on the pencil icon below Update.

Step	Action
1.	To set up a new contact, click the **Create** button. 
2.	Fill in the relevant information. Check the box next to the **Create User Account for this Contact.** The checkbox next to **Certification Reminders** should be checked. All fields with an asterisk (*) are required.
3.	Check the box next to each **Responsibility** the user is being provided access to. REMEMBER: do not click the box next to **Supplier Profile & User Manager** if the user is not an Administrator. We recommend only **2** users be provided this responsibility. 
4.	If there are Supplier or contact restrictions, you are able to note these by clicking on the appropriate **Modify** button. You will need to modify a site first, log out of the System then log back in to be able to modify the contact(s) associated with that site. 
5.	Once you have provided all necessary information, click **Apply.**

The new contact will receive a System generated email with their user name and temporary password. The first time they log into the System, they will be required to change their password.

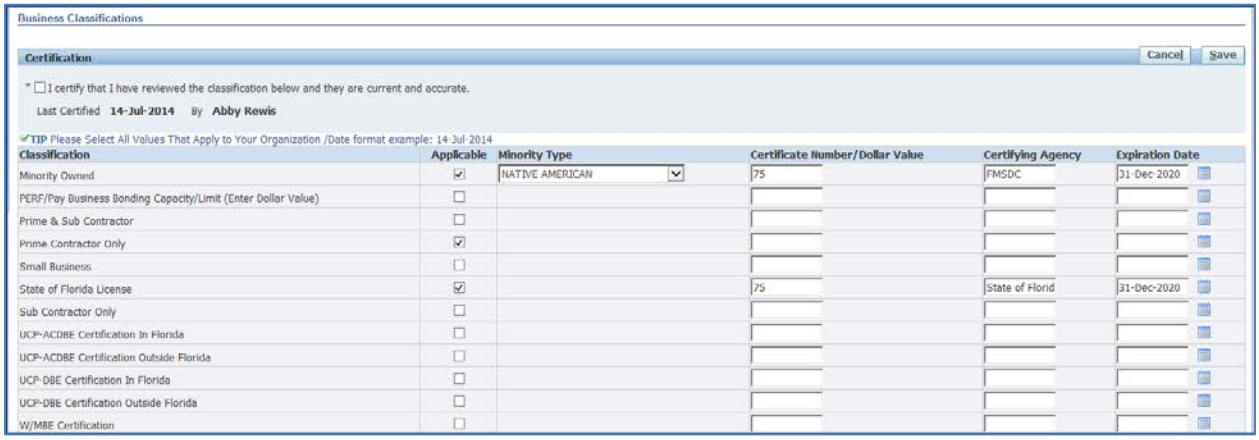
If you inactivate any of your contacts, they will be listed under Contact Directory: Inactive Contacts.



Business Classifications

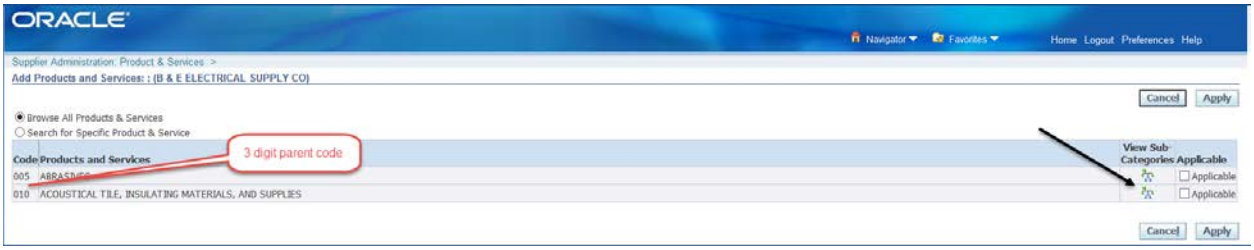
The Business Classifications section provides the Authority with important information concerning licensure, bonding capabilities, minority status and whether you are a prime Supplier, a sub or both. This information aids us in meeting our diversity requirements as well as being able to continue to assist the minority community in business opportunities with the Authority.

Generally, this information will be completed during the initial set up of your Profile. Updates to all relevant certifications are to be made here annually. Copies of the certificates can be scanned and uploaded to the General page.

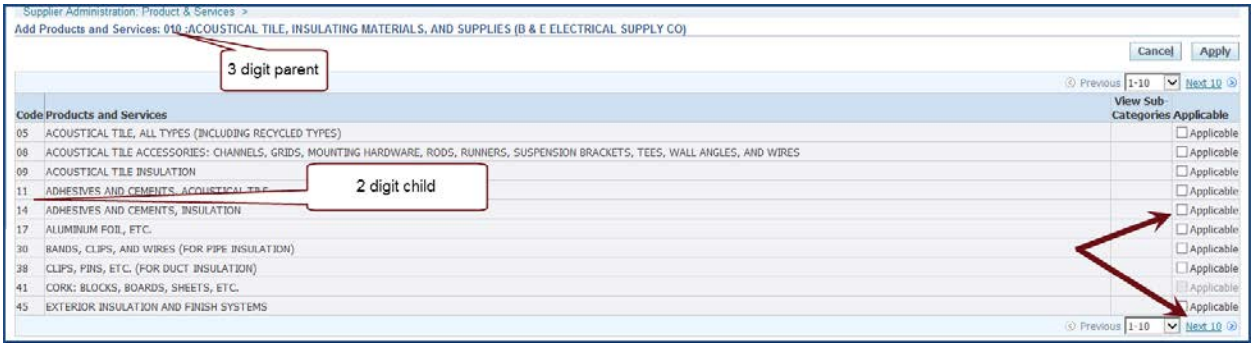


Products and Services

The Products and Services section provides you specific codes that indicate the good(s) and/or service(s) that you will be providing to the Authority. The code numbers have a three digit "parent" code which identifies the group. The two digit "child" code, which is found after the hyphen, actually identifies a particular good or service. The Authority asks that you do NOT select a three digit parent code; always click on the icon under "View Sub-Categories" to pull up the list of two digit child codes.

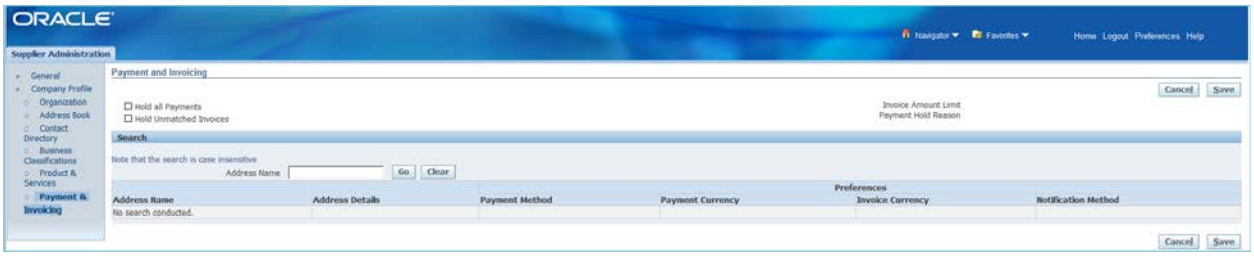


Step	Action
1.	To search the list of codes by browsing, click the radio button next to **Browse All Products & Services**. ◉ Browse All Products & Services Click on the icon.
2.	Select the appropriate "child" code(s) by checking the box next to **Applicable.** If you need to continue searching this "parent" code, click **Next 10**. Once all codes are selected, click **Apply.**

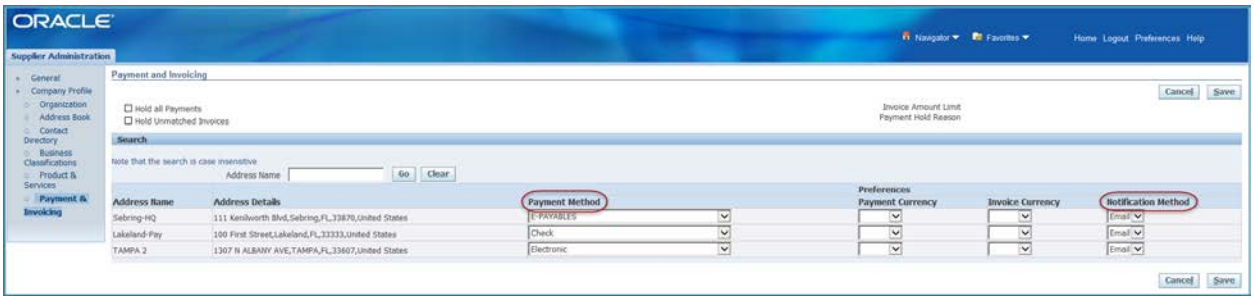

Supplier Administration: Product & Services >
Add Products and Services: 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (B & E ELECTRICAL SUPPLY CO)
3 digit parent
Cancel
Apply
Previous 1-10 Next 10
Code Products and Services
View Sub-Categories
Applicable
05 ACOUSTICAL TILE, ALL TYPES (INCLUDING RECYCLED TYPES)
08 ACOUSTICAL TILE ACCESSORIES: CHANNELS, GRIDS, MOUNTING HARDWARE, RODS, RUNNERS, SUSPENSION BRACKETS, TEES, WALL ANGLES, AND WIRES
09 ACOUSTICAL TILE INSULATION
11 ADHESIVES AND CEMENTS, ACOUSTICAL TILE
2 digit child
14 ADHESIVES AND CEMENTS, INSULATION
17 ALUMINUM FOIL, ETC.
30 BANDS, CLIPS, AND WIRES (FOR PIPE INSULATION)
38 CLIPS, PINS, ETC. (FOR DUCT INSULATION)
41 CORK: BLOCKS, BOARDS, SHEETS, ETC.
45 EXTERIOR INSULATION AND FINISH SYSTEMS
Previous 1-10 Next 10

Payment and Invoicing

The Payment and Invoicing section will allow you to select payment method(s) by address (site). It also allows you to set up the method of notification when a payment has been made.



Step	Action
1.	To get a list of your Company addresses, click **Go**.
2.	For each address, click on the **Payment Method** list of values then click on the **Notification Method** to choose how you would like to be contacted when payment is made. Once all selections are made, click **Save.**



You have now completed set up of your Supplier Profile in the Portal.

All changes to the Supplier Profile require Authority approval; please allow 24 – 48 hours for the approval process to be completed. The System will not allow any additional changes to any record(s) with pending changes within your Profile until the preceding change has been approved or rejected by Authority staff.

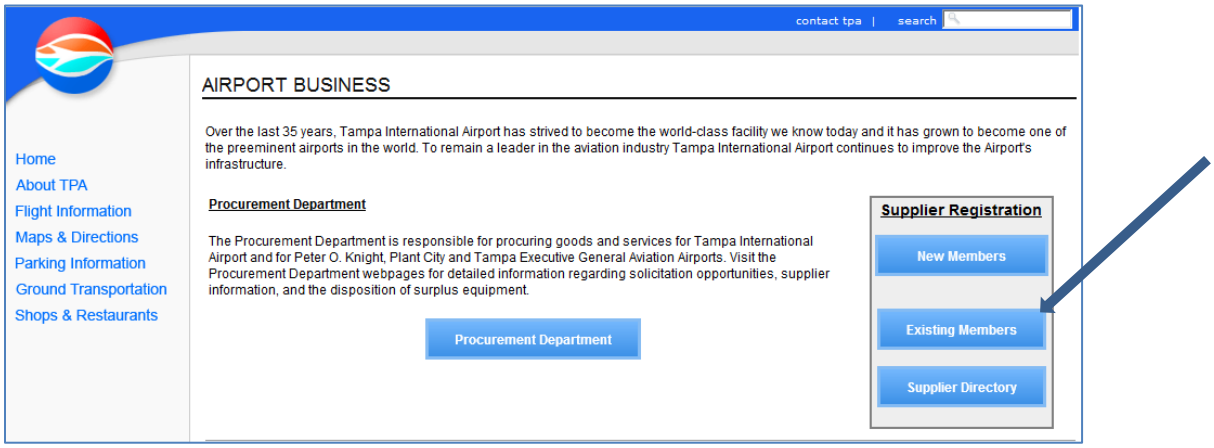
Existing Suppliers

Existing Suppliers are required to register in the Portal with a valid email address for their Company. This email represents your Company's user identification so it is very important that this address be an actively monitored email address as it is the means by which communication will transpire between your Company and the Authority. Courtesy notification of active solicitations will be delivered via these means and you will be required to respond electronically. We recommend that this email address be the primary Administrator's email address.

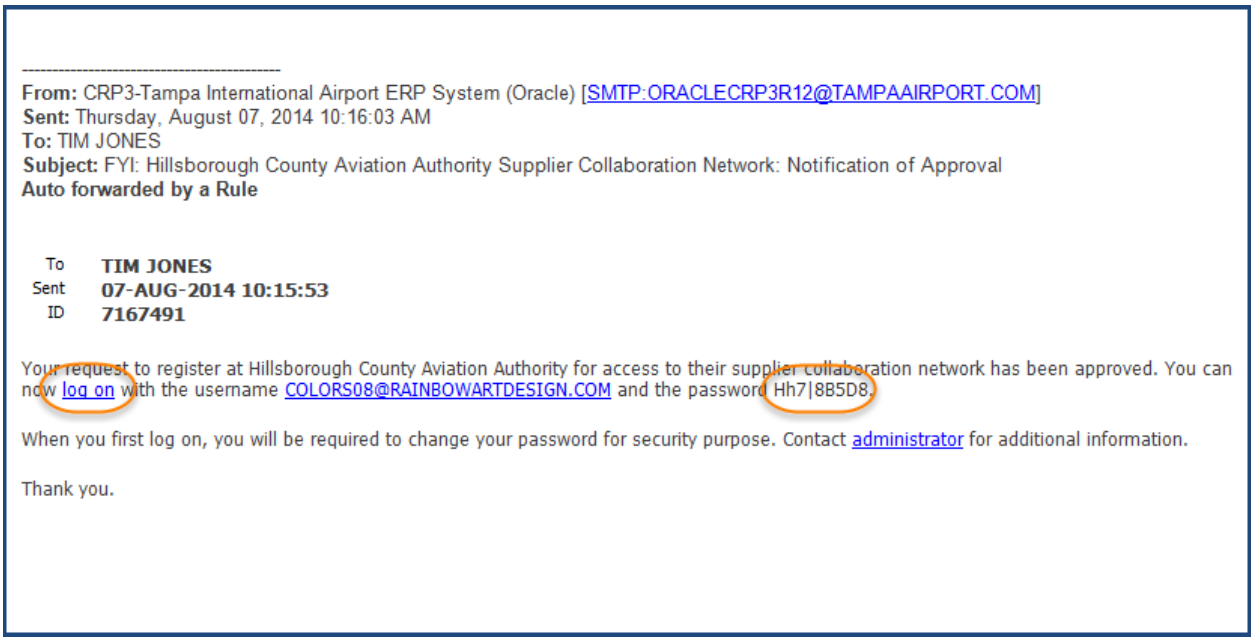
To access the Portal, visit www.tampaairport.com, click on "Airport Business" to access the Airport Business page, where you will find the Portal.

HOME | MOBILE SITE | ONLINE NEWSROOM | CONTACT US | Follow Us:
Tampa International Airport
Search
82.0 F (27.8 C)
Local Time: 11:58 AM
Wednesday, April 30, 2014
Weather info from NOAA
FLIGHT INFORMATION | ABOUT TPA | PARKING INFO | GROUND TRANSPORTATION | MAPS & DIRECTIONS | SHOPS & RESTAURANTS | AIRPORT BUSINESS
Flight Search
Flight Planner
Airlines At TPA
Airline
Flight #
Search Flights
Airlines at TPA
GROW YOUR BUSINESS
AT TAMPA INTERNATIONAL AIRPORT
Airport Concessions
Redevelopment Program (TPAcrp)
Tampa International Airport

Click on the Existing Members button; this will automatically take you to Oracle, the Authority's ERP software platform, which is where the registration process begins.


contact tpa | search
AIRPORT BUSINESS
Over the last 35 years, Tampa International Airport has strived to become the world-class facility we know today and it has grown to become one of the preeminent airports in the world. To remain a leader in the aviation industry Tampa International Airport continues to improve the Airport's infrastructure.
Home
About TPA
Flight Information
Maps & Directions
Parking Information
Ground Transportation
Shops & Restaurants
Procurement Department
The Procurement Department is responsible for procuring goods and services for Tampa International Airport and for Peter O. Knight, Plant City and Tampa Executive General Aviation Airports. Visit the Procurement Department webpages for detailed information regarding solicitation opportunities, supplier information, and the disposition of surplus equipment.
Procurement Department
Supplier Registration
New Members
Existing Members
Supplier Directory

Step	Action
1.	Submit your request to procurement@TampaAirport.com requesting access to the Supplier Portal. A System generated email will provide your user id and temporary password.
2.	Click on the **link** in the email then provide the information requested.
3.	Once your request has been approved, you will receive notification via the email address you provided.



From: CRP3-Tampa International Airport ERP System (Oracle) [SMTP:ORACLECRP3R12@TAMPAAIRPORT.COM]
Sent: Thursday, August 07, 2014 10:16:03 AM
To: TIM JONES
Subject: FYI: Hillsborough County Aviation Authority Supplier Collaboration Network: Notification of Approval
Auto forwarded by a Rule

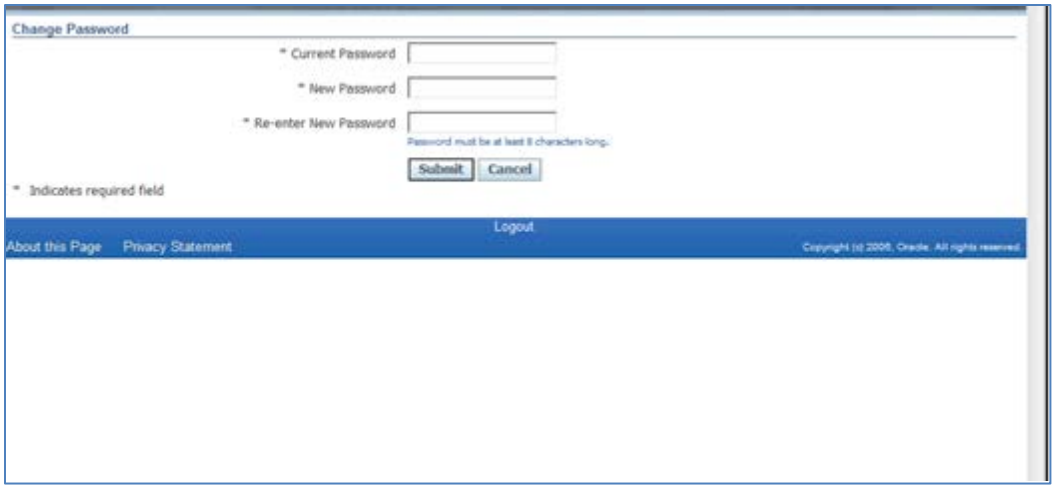
To **TIM JONES**
Sent **07-AUG-2014 10:15:53**
ID **7167491**

Your request to register at Hillsborough County Aviation Authority for access to their supplier collaboration network has been approved. You can now log on with the username COLORS08@RAINBOWARTDESIGN.COM and the password Hh7|8B5D8.

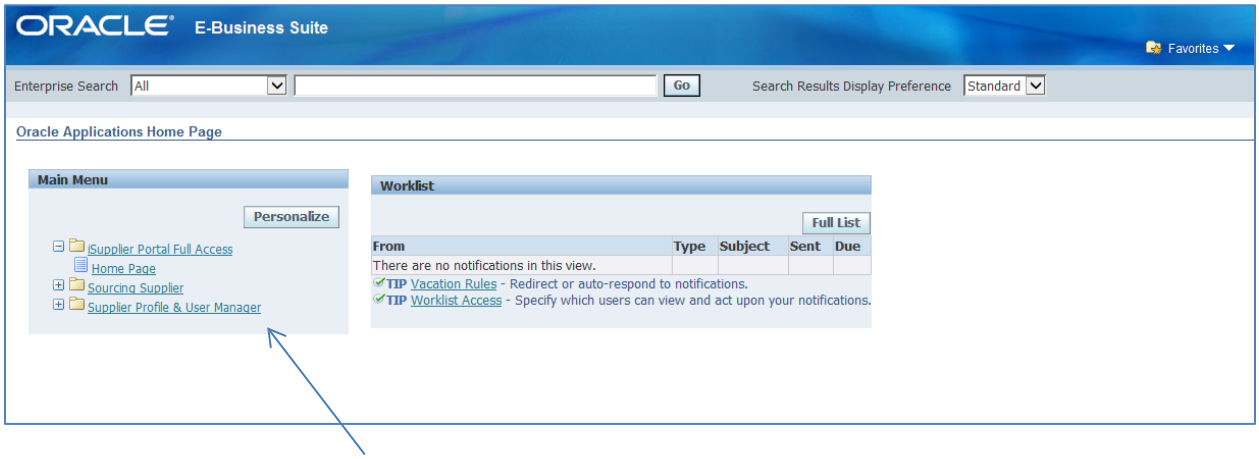
When you first log on, you will be required to change your password for security purpose. Contact administrator for additional information.

Thank you.

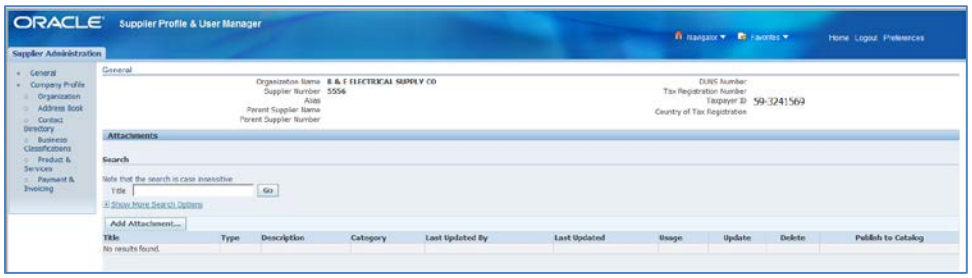
4.	Log in with the **Username** and temporary **Password**.
5.	You are now required to change your **Password**. Be sure to create a new Password that is not hard to remember but is not easily recognizable to others.



The System takes you to the Oracle Applications Home Page. You are now able to complete your Company Profile.



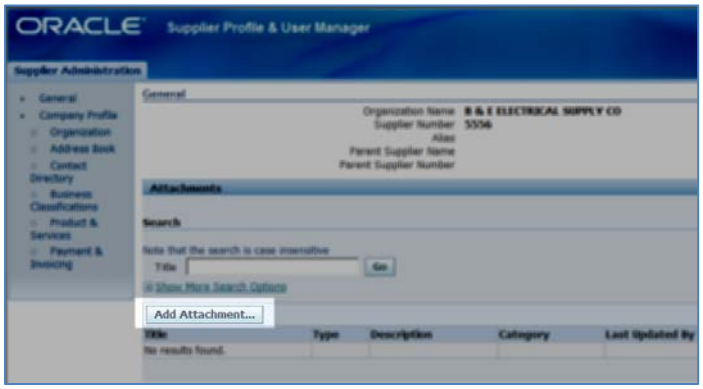
Click on Supplier Profile & User Manager to access your Supplier Profile. This takes you to the Supplier Administration page which is where Company information is stored.



General

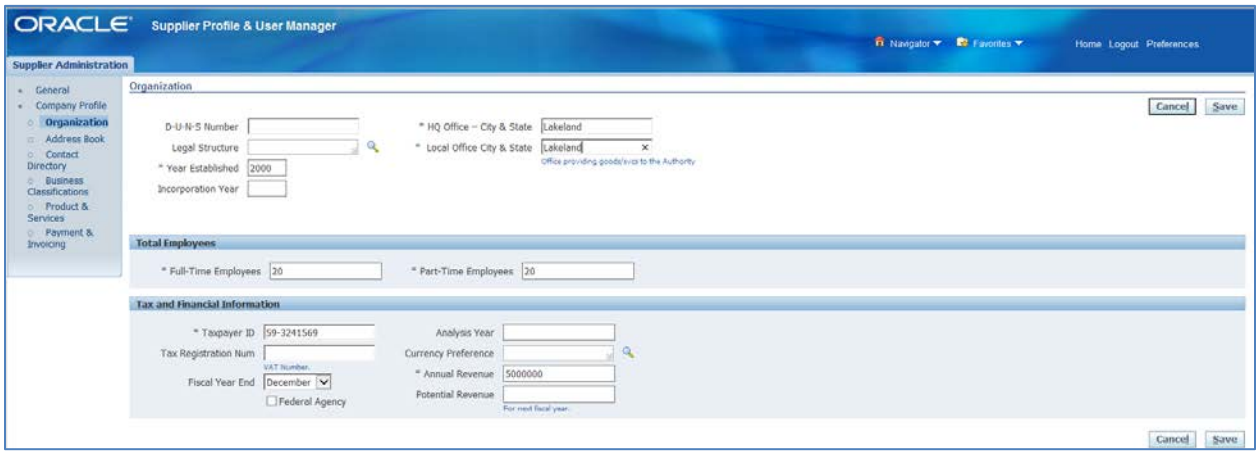
The General section provides basic Company information. This is the best place to add attachments that pertain to your Company such as minority certificates or licenses.

To add an attachment, click on the Add Attachment button.



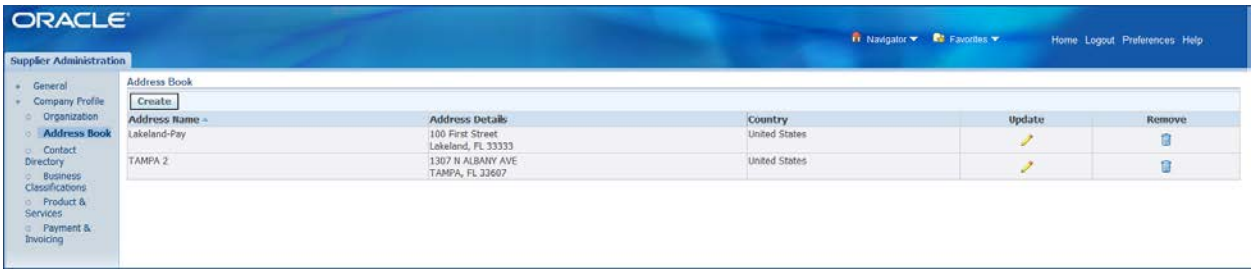
Organization

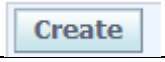
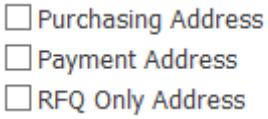
The Organization page provides additional general information about your Company. The fields marked with an asterisk (*) are required fields.

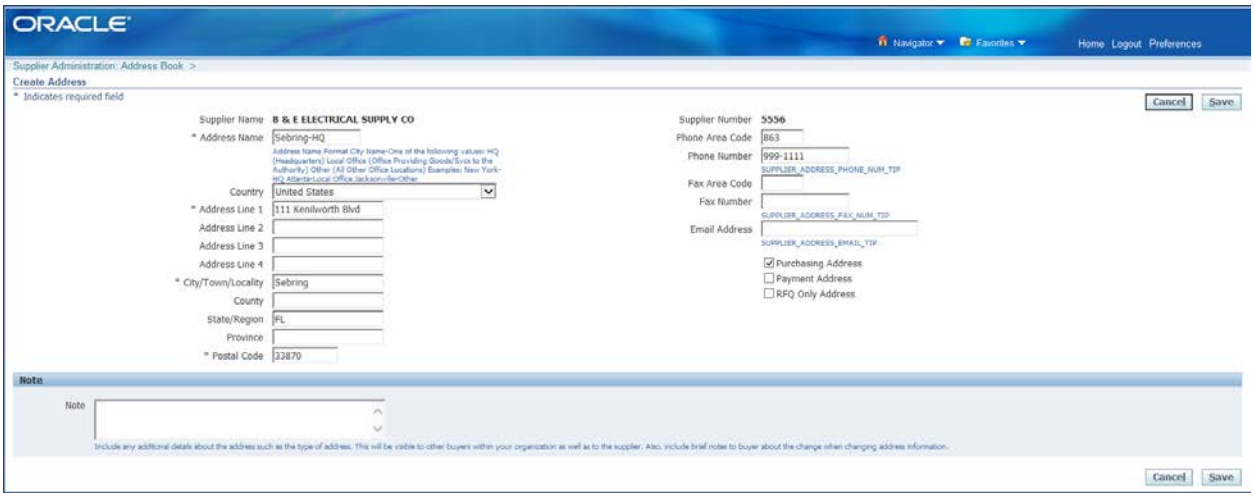


Address Book

The Address Book lists the various addresses for your Company.

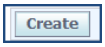
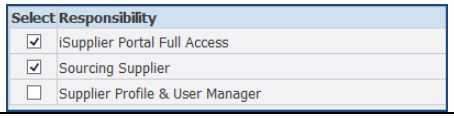
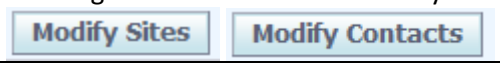


Step	Action
1.	To set up a new address, click the **Create** button. 
2.	The Address Name should be the City of the address. To make a specific identification of the address, add a hyphen and the descriptive word (i.e. –Payment) to the end of the address name. All fields with an asterisk (*) are required. Click **Apply.**
3.	Select the option(s) that apply to this address: **Purchasing Address, Payment Address, RFQ Only Address.** 
4.	When all information is entered, click **Save.**



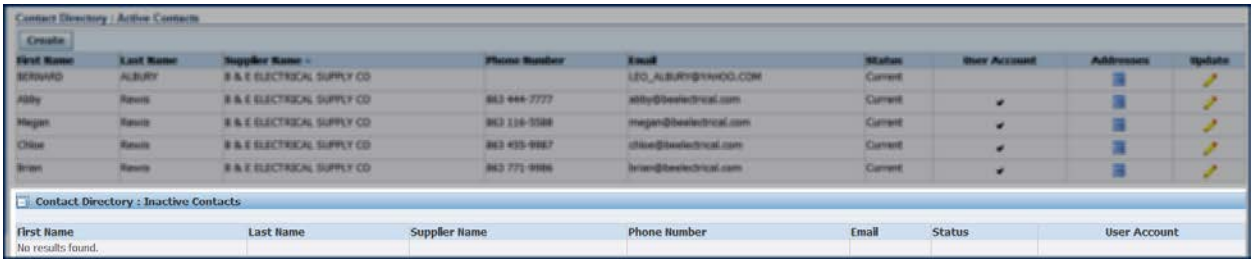
Contact Directory

This section provides a list of your employee(s) that have access to the Supplier Portal. The employee may just be listed as a contact, with no responsibilities, or may be a contact that has any or all of the three responsibilities (iSupplier Full Access, Sourcing, Supplier User & Profile Manager). To view the responsibilities granted to an individual user simply click on the pencil icon below Update.

Step	Action
1.	To set up a new contact, click the **Create** button. 
2.	Fill in the relevant information. Check the box next to the **Create User Account for this Contact.** The checkbox next to **Certification Reminders** should be checked. All fields with an asterisk (*) are required.
3.	Check the box next to each **Responsibility** the user is being provided access to. REMEMBER: do not click the box next to **Supplier Profile & User Manager** if the user is not an Administrator. We recommend only **2** users be provided this responsibility. 
4.	If there are Supplier or contact restrictions, you are able to note these by clicking on the appropriate **Modify** button. You will need to modify a site first, log out of the System then log back in to be able to modify the contact(s) associated with that site. 
5.	Once you have provided all necessary information, click **Apply.**

The new contact will receive a System generated email with their user name and temporary password. The first time they log into the System, they will be required to change their password.

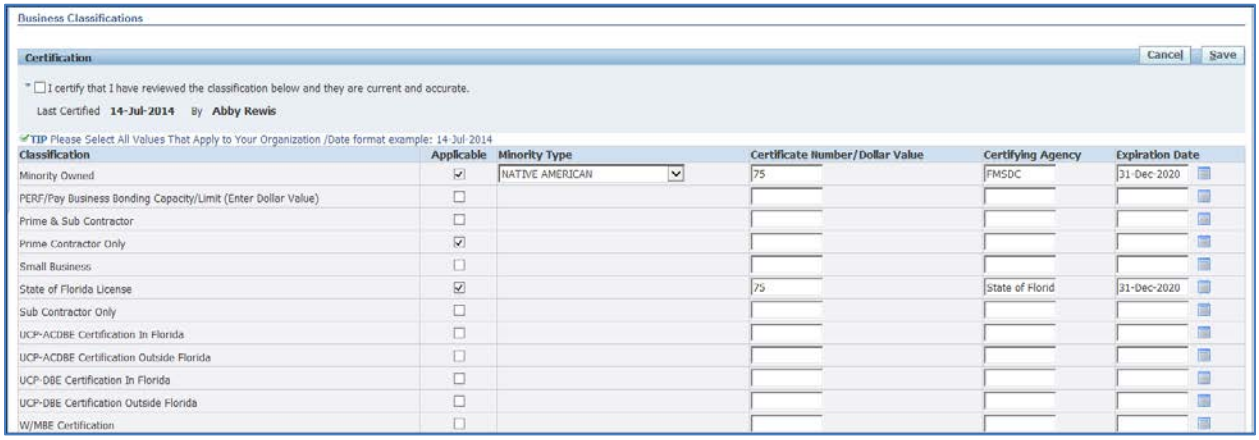
If you inactivate any of your contacts, they will be listed under Contact Directory: Inactive Contacts.



Business Classifications

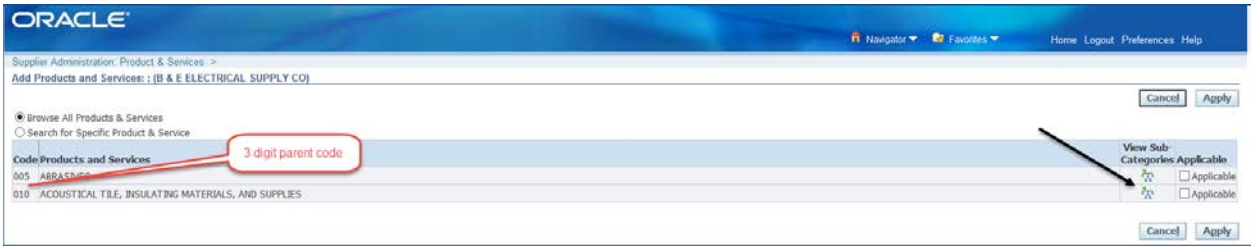
The Business Classifications section provides the Authority with important information concerning licensure, bonding capabilities, minority status and whether you are a prime Supplier, a sub or both. This information aids us in meeting our diversity requirements as well as being able to continue to assist the minority community in business opportunities with the Authority.

Generally, this information will be completed during the initial set up of your Profile. Updates to all relevant certifications are to be made here annually. Copies of the certificates can be scanned and uploaded to the General page.

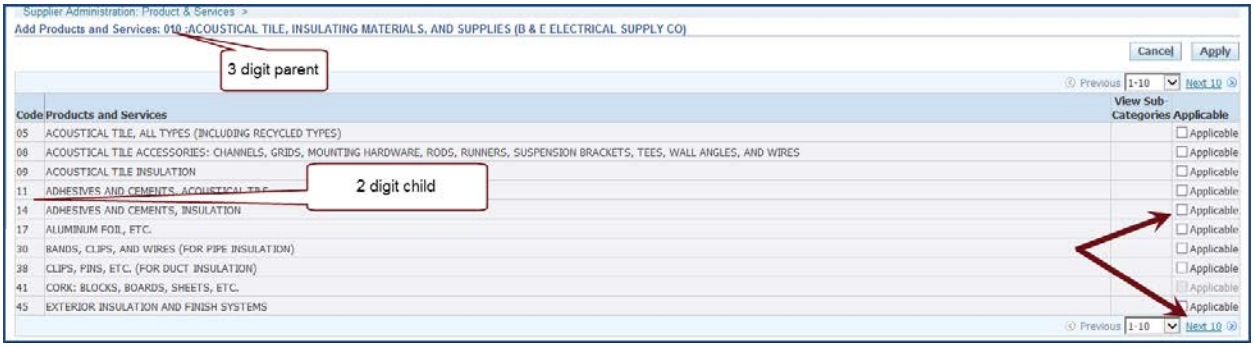


Products and Services

The Products and Services section provides you specific codes that indicate the good(s) and/or service(s) that you will be providing to the Authority. The code numbers have a three digit "parent" code which identifies the group. The two digit "child" code, which is found after the hyphen, actually identifies a particular good or service. The Authority asks that you do NOT select a three digit parent code; always click on the icon under "View Sub-Categories" to pull up the list of two digit child codes.

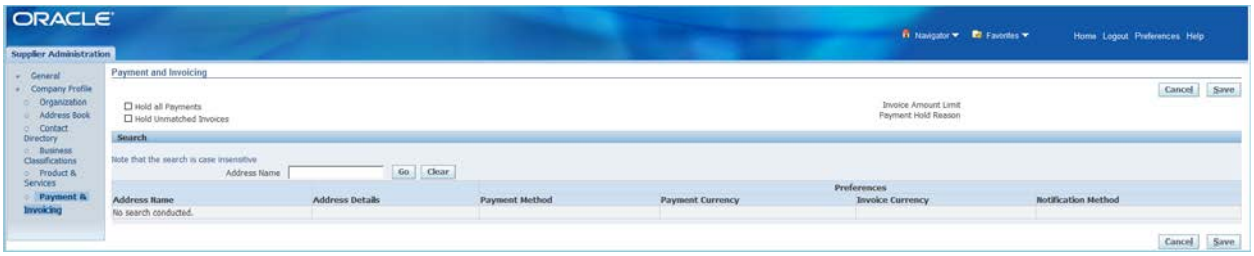


Step	Action
1.	To search the list of codes by browsing, click the radio button next to **Browse All Products & Services**. ◉ Browse All Products & Services Click on the icon.
2.	Select the appropriate "child" code(s) by checking the box next to **Applicable.** If you need to continue searching this "parent" code, click **Next 10**. Once all codes are selected, click **Apply.**

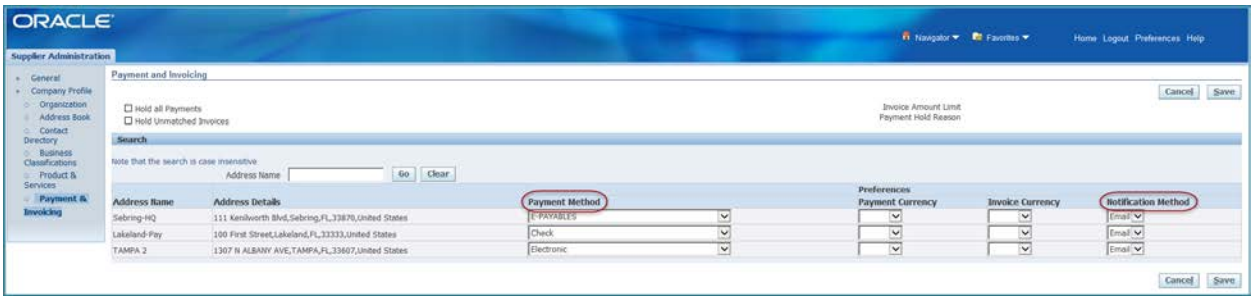

Supplier Administration: Product & Services >
Add Products and Services: 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (B & E ELECTRICAL SUPPLY CO)
3 digit parent
Cancel
Apply
Previous 1-10 Next 10
Code Products and Services
View Sub-Categories
Applicable
05 ACOUSTICAL TILE, ALL TYPES (INCLUDING RECYCLED TYPES)
08 ACOUSTICAL TILE ACCESSORIES: CHANNELS, GRIDS, MOUNTING HARDWARE, RODS, RUNNERS, SUSPENSION BRACKETS, TEES, WALL ANGLES, AND WIRES
09 ACOUSTICAL TILE INSULATION
11 ADHESIVES AND CEMENTS, ACOUSTICAL TILE
2 digit child
14 ADHESIVES AND CEMENTS, INSULATION
17 ALUMINUM FOIL, ETC.
30 BANDS, CLIPS, AND WIRES (FOR PIPE INSULATION)
38 CLIPS, PINS, ETC. (FOR DUCT INSULATION)
41 CORK: BLOCKS, BOARDS, SHEETS, ETC.
45 EXTERIOR INSULATION AND FINISH SYSTEMS
Previous 1-10 Next 10

Payment and Invoicing

The Payment and Invoicing section will allow you to select payment method(s) by address (site). It also allows you to set up the method of notification when a payment has been made.



Step	Action
1.	To get a list of your Company addresses, click **Go**.
2.	For each address, click on the **Payment Method** list of values then click on the **Notification Method** to choose how you would like to be contacted when payment is made. Once all selections are made, click **Save.**



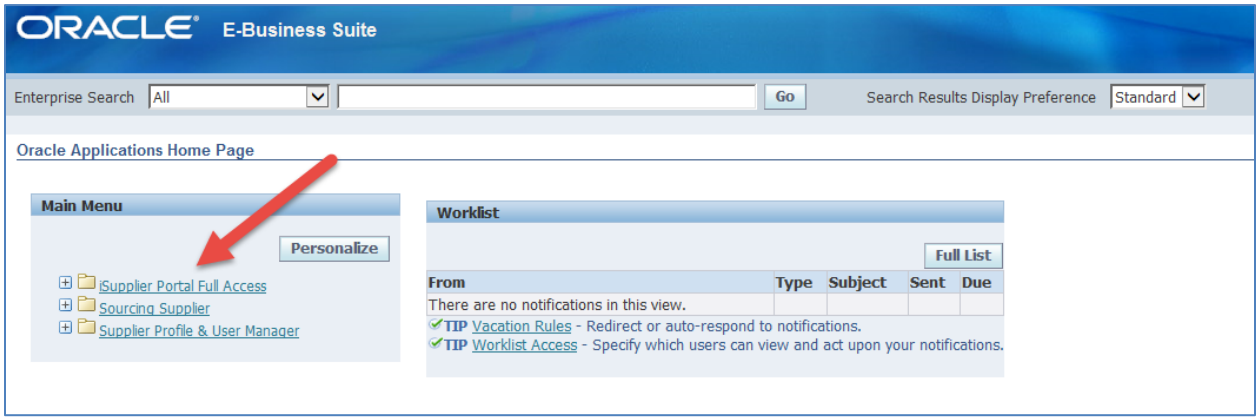
You have now completed set up of your Supplier Profile in the Portal.

All changes to the Supplier Profile require Authority approval; please allow 24 – 48 hours for the approval process to be completed. The System will not allow any additional changes to any record(s) with pending changes within your Profile until the preceding change has been approved or rejected by Authority staff.

iSupplier Portal Full Access

Once the Company has completed set-up of the Supplier Profile, user(s) will have access to Company records via iSupplier Portal Full Access. This is known as a "responsibility" as it grants the user the ability to view and manage a multitude of information concerning interactions between the Company and the Authority.

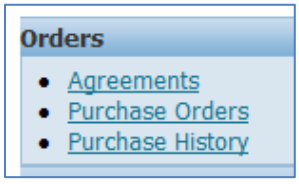
On the Oracle Applications Home Page, a list of your responsibility(ies) appear(s) in the Main Menu.



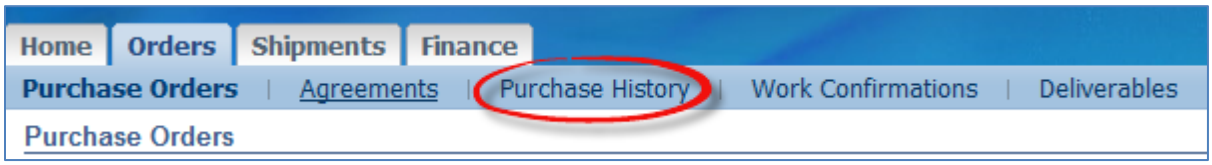
To view, click on *iSupplier Portal Full Access*. The following page appears:

This is the Home Tab. The tabs across the top of the page are the same as the list on the right side of the page. Clicking on the links on the right side of the page will take you to the same place in the Portal that you would go to if you selected one of the tabs at the top and then picked the hyperlink below the tabs.

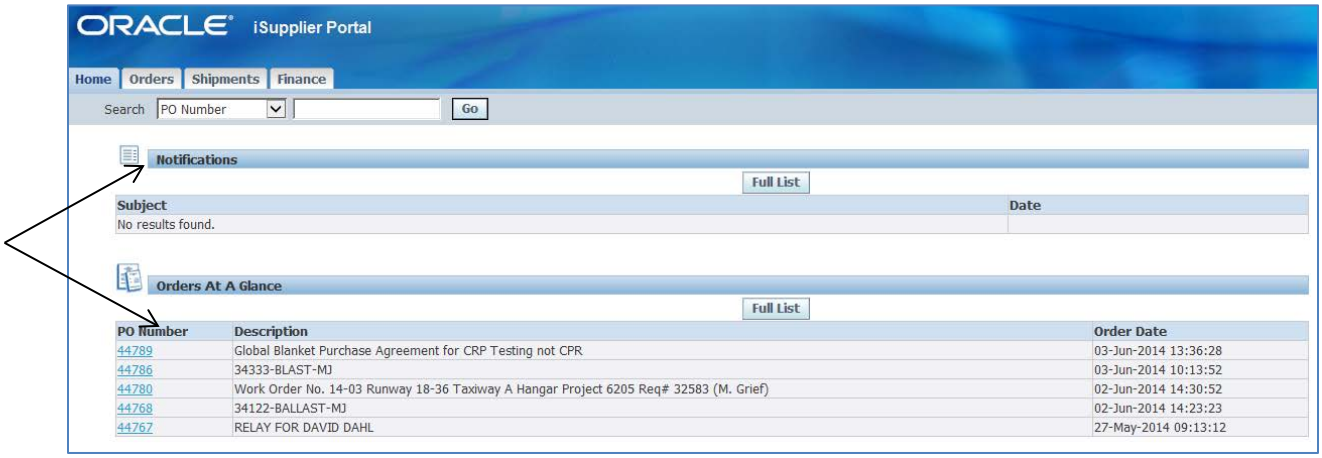
Example: under Orders on the right is the hyperlink for Purchasing History.



Clicking on the Orders Tab pulls up the page; all hyperlinks are listed just below the tabs.



You are able to view any pending Notifications and Purchase Orders from your Home Page.

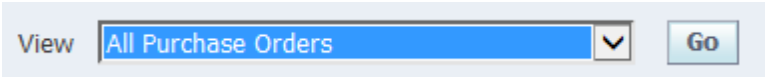


Orders Tab

On the Orders tab, you will have access to the following:

Purchase Orders – this page shows all purchase orders that have been issued to your Company

- To filter POs, click on the View List of Values then click Go

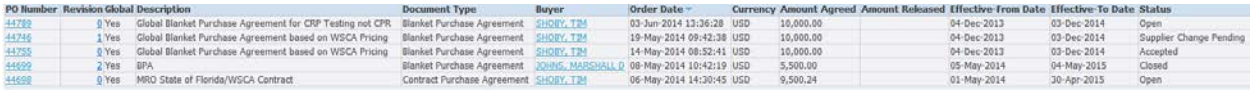


- Click on the PO Number to view an individual PO; Rev will reflect how many times the PO has been revised

PO Number	Rev
10863	0

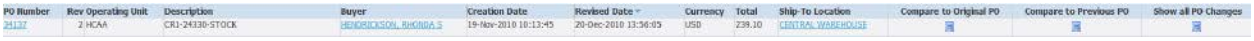
Agreements – this page lists all "Agreements" created. There are two types:

- Global Blanket Purchase Agreement: this is a purchase order created from an Authority executed Agreement that is for a specific item at a specific price; these are repetitious purchases, made on a regular basis.
- Contract Purchase Agreement: this is a purchase order created from an Authority executed Agreement that is for a set dollar amount with different items at established prices.



PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective From Date	Effective To Date	Status
44789	0	Yes	Global Blanket Purchase Agreement for CRP Testing not CPR	Blanket Purchase Agreement	SHOBY, TIM	03-Jun-2014 13:36:28	USD	10,000.00		04-Dec-2013	03-Dec-2014	Open
44746	1	Yes	Global Blanket Purchase Agreement based on WSCA Pricing	Blanket Purchase Agreement	SHOBY, TIM	19-May-2014 09:42:38	USD	10,000.00		04-Dec-2013	03-Dec-2014	Supplier Change Pending
44755	0	Yes	Global Blanket Purchase Agreement based on WSCA Pricing	Blanket Purchase Agreement	SHOBY, TIM	14-May-2014 08:52:41	USD	10,000.00		04-Dec-2013	03-Dec-2014	Accepted
44699	2	Yes	BPA	Blanket Purchase Agreement	JOHNS, MARSHALL D	08-May-2014 10:42:19	USD	5,500.00		05-May-2014	04-May-2015	Closed
44698	0	Yes	MRO State of Florida/WSCA Contract	Contract Purchase Agreement	SHOBY, TIM	06-May-2014 14:30:45	USD	9,500.24		01-May-2014	30-Apr-2015	Open

Purchase History – this page allows you to search for specific POs in order to view the history of all changes made to the specific PO.



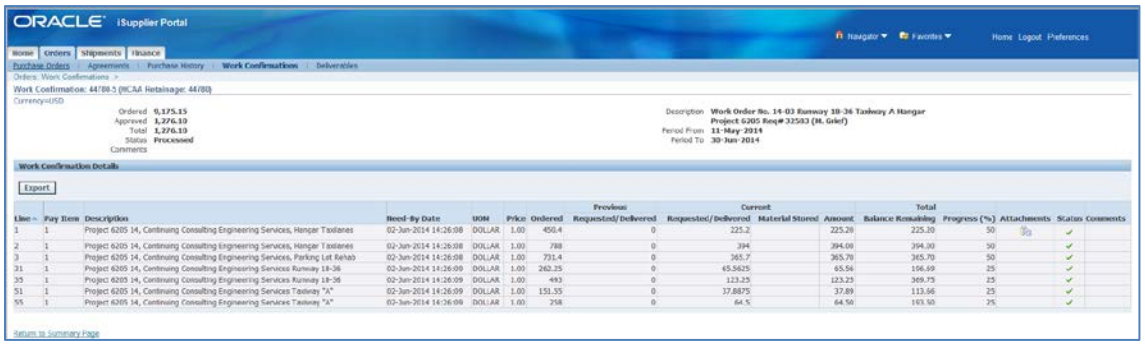
PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
24137	2	HCAA	CR1-24330-STOCK	HENDRICKSON, RHONDA S	19-Nov-2010 10:13:45	20-Dec-2010 13:56:05	USD	239.10	CENTRAL WAREHOUSE			

Work Confirmations – this page lists all completed work on a project purchase order. A project PO is created for all projects; a work confirmation reflects the work completed for the current period.

- To review a work confirmation, click on the Work Confirmation number.

Work Confirmation
44780-5

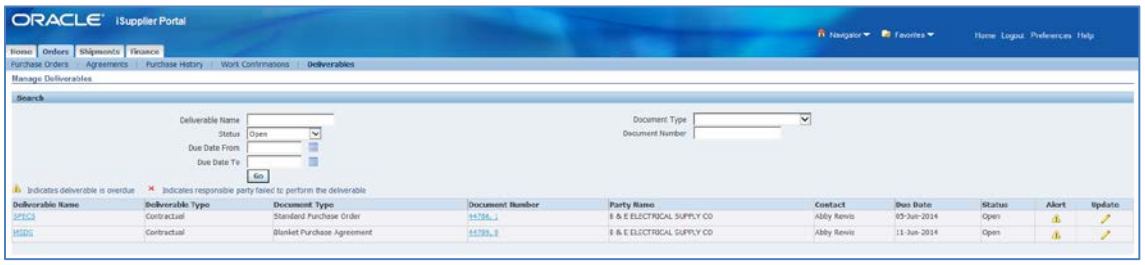
- On this screen, the information for the particular Work Confirmation is shown.



- To Update or Cancel an existing Work Confirmation, click on the radio button next to the specific Work Confirmation then click Update or Cancel. NOTE: Once the Update or Cancel has been submitted, the Work Confirmation cannot be opened until the Authority approves or rejects it.

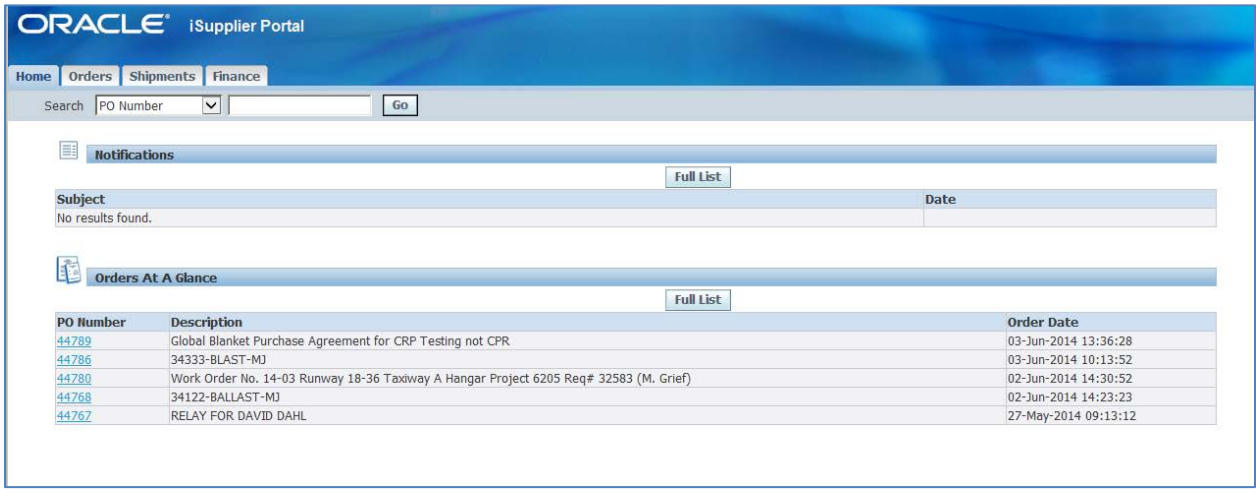
Deliverables – this page allows you to manage all deliverables attached to all purchase orders.

- To filter deliverables, click on the Status List of Values and select a type then click Go.



Purchase Orders

Each time a purchase order is issued, you will need to acknowledge the PO. This can be accomplished in one of two ways; directly within the Notifications section or via the Orders Tab.

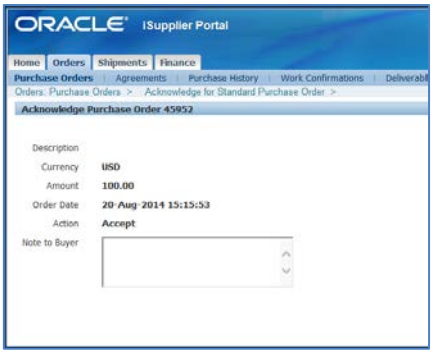


Step	Action
1.	On the **Home Page**, find the pending PO under **Notifications.**
2.	Open the PO or Agreement by clicking on the PO number link.
3.	Open the PDF document to review the order.
4.	Click **Accept** or **Reject** as appropriate. These are located on the right side of the page.

OR

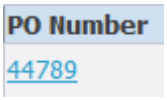
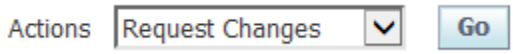
Step	Action
1.	On the **Orders Tab**, find the PO requiring acknowledgement under **Status.**
2.	Click the radio button under **Select**.
3.	Click on the **Acknowledge** button.

4.	Click **Accept Entire Order** or **Reject Entire Order** as appropriate.
5.	Enter Note to Buyer.
6.	Click **Submit**.

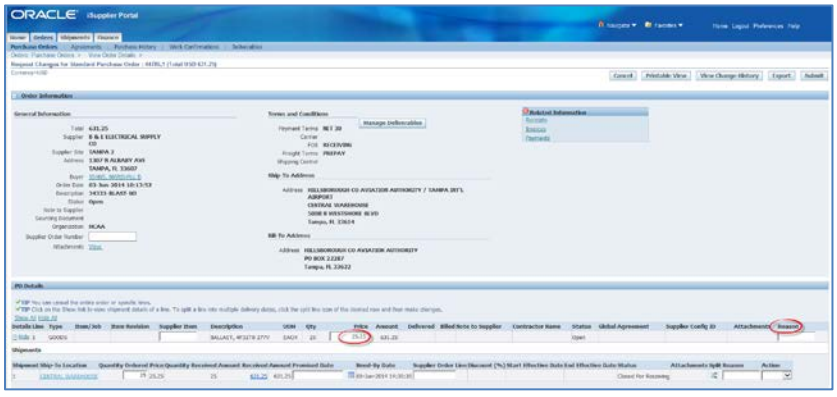


Request Changes to Purchase Orders

Occasionally, you may find a need to request a change to an existing purchase order. From the Orders Tab, click on the Purchase Orders link to take you to the Purchase Orders page.

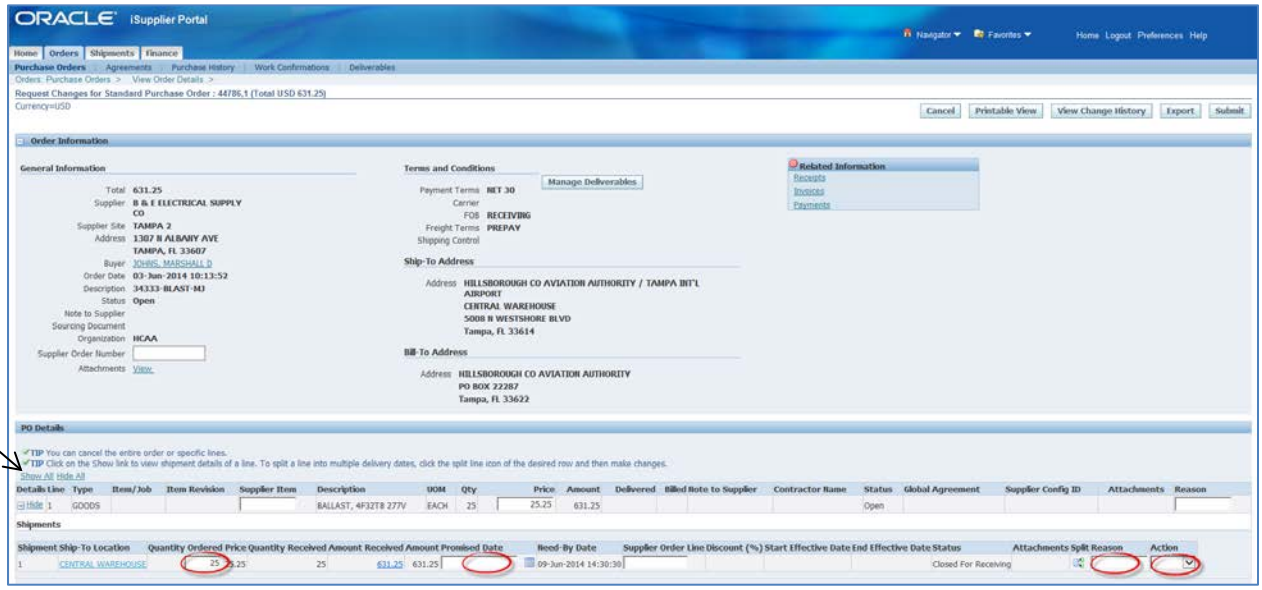
Step	Action
1.	Click on the purchase order number to be changed under **PO Number.** This is a link to the purchase order. 
2.	From the Actions **List of Values**, select **Request Changes.** Click **Go.** 
3.	Under **Details,** click on **Show** to see the details of the line.

To change the price, simply type over the number under Price and then provide the reason for the change in the Reason field.

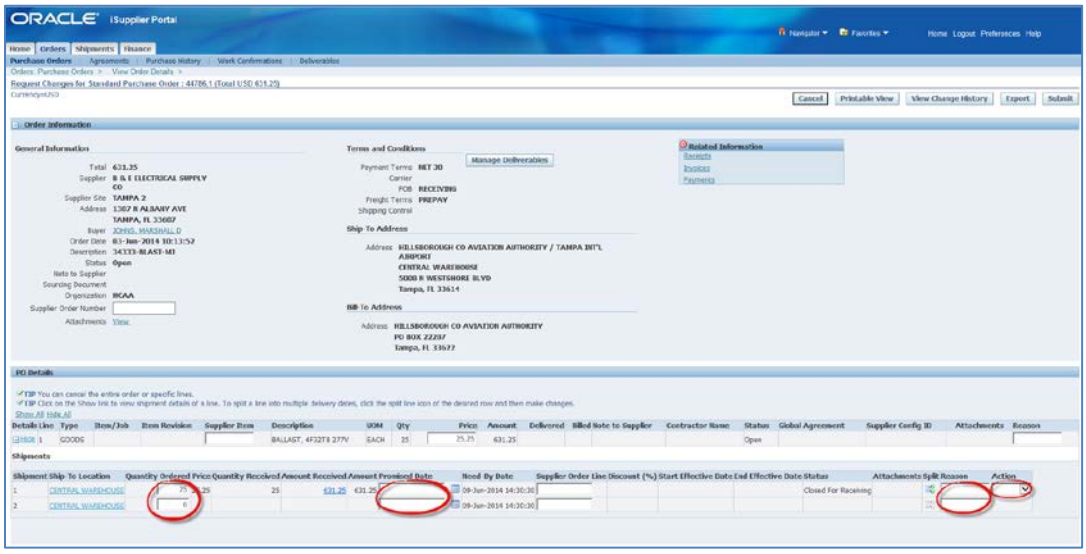


To change quantities or delivery information, go to the Shipments line, click on Show All then make the appropriate corrections to any of the following fields:

- Quantity Ordered
- Promised Date
- Reason
- Action (select Change)

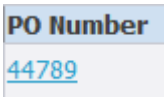


If, for some reason, the delivery has to be split into multiple shipments, you will follow the same steps as above. Additionally, you will click on the icon under Split to create a second shipment line. The Quantity Ordered, Promised Date and Reason fields will be updated in accordance with the new shipment schedule.

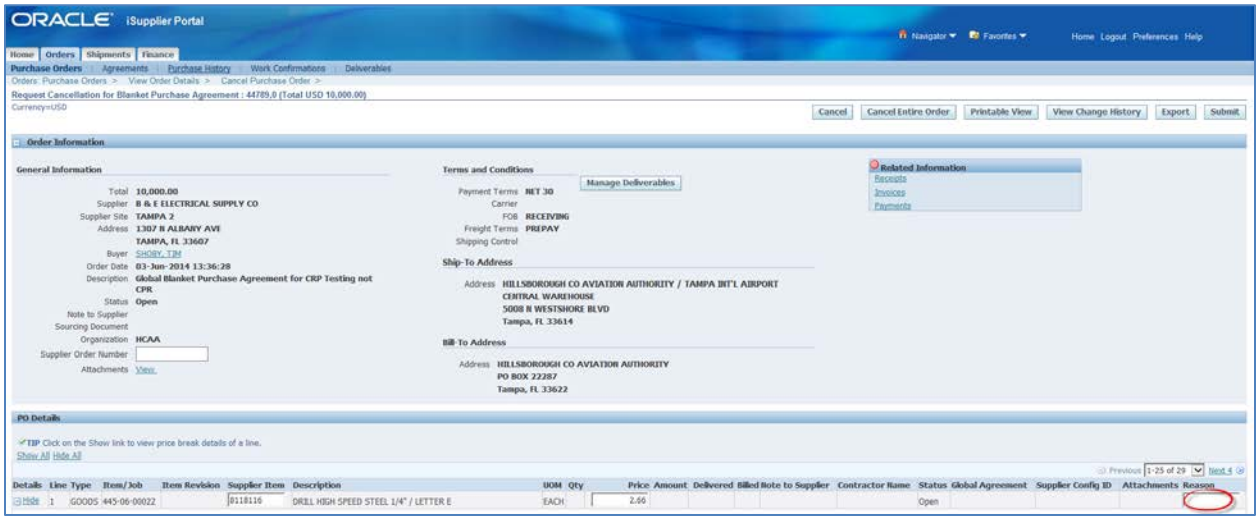


Request a Cancellation to a Purchase Order

You will follow the same steps to cancel a purchase order as you do to request a change to a purchase order.

Step	Action
1.	Click on the purchase order number to be cancelled under **PO Number.** This is a link to the purchase order. 
2.	From the Actions **List of Values**, select **Request Cancellation.** Click **Go.**
3.	To cancel the entire PO, click on **Cancel Entire Order.**
4.	Provide a **Reason for Cancellation** then click **Submit.**
5.	To cancel an individual line, click on **Show** under **Details,** to see the details of the line.

When cancelling a PO, you will need to provide the reason for the cancellation in the Reason field.


ORACLE iSupplier Portal
Home Orders Shipments Finance
Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables
Request Cancellation for Blanket Purchase Agreement : 44789,0 (Total USD 10,000.00)
Cancel
Cancel Entire Order
Printable View
View Change History
Export
Submit
Order Information
General Information
Terms and Conditions
Manage Deliverables
Related Information
Receipts
Invoices
Payments
Ship-To Address
Bill To Address
PO Details
Details Line Type Item/Job Item Revision Supplier Item Description UOM Qty Price Amount Delivered Billed Note to Supplier Contractor Name Status Global Agreement Supplier Config ID Attachments Reason

Agreements

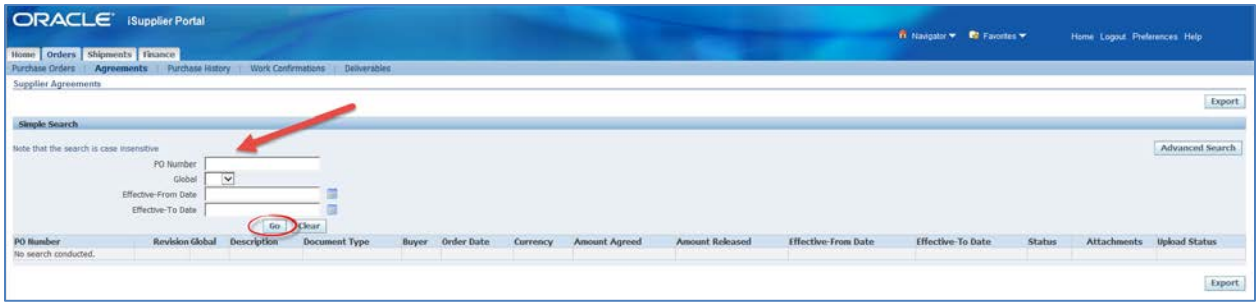
As explained earlier in this manual, Agreements are purchase orders that have been created because your Company has entered into a contract with the Authority.

There are two types of Agreements:

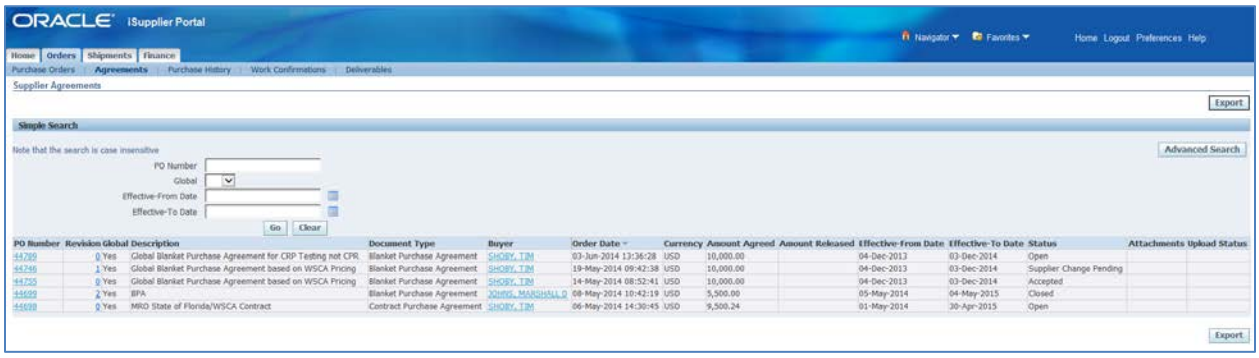
- Global Blanket Purchase Agreement: this is a purchase order created from an Authority executed Agreement that is for a specific item at a specific price; these are repetitious purchases, made on a regular basis.
- Contract Purchase Agreement: this is a purchase order created from an Authority executed Agreement that is for a set dollar amount with different items at established prices. These are regular purchases that will vary from purchase to purchase.

Just as with a standard purchase order, you are able to request changes or request cancellation of an Agreement. Refer to those sections if you need to request a change or a cancellation.

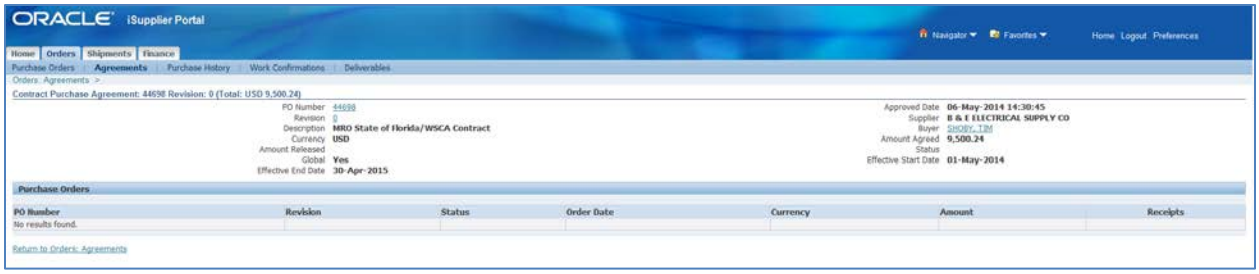
Under the Orders Tab, click on Agreements to see all Agreements issued to your Company. On this page, you can type in the PO Number if you have it or you can click Go to pull all Agreements.



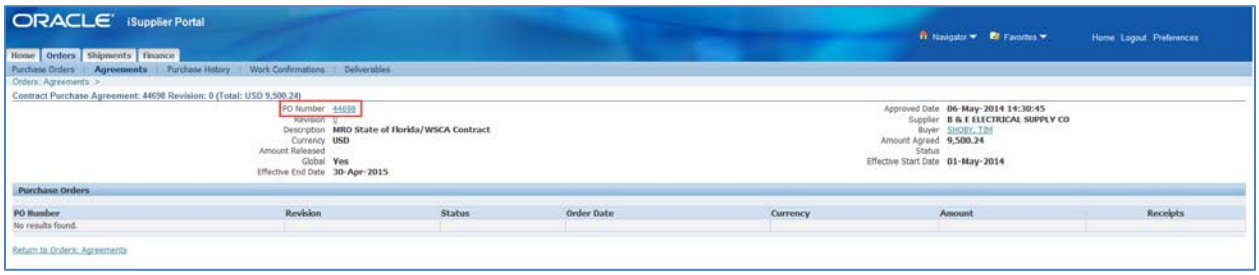
This is what you will see:


ORACLE iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help
Home Orders Shipments Finance
Purchase Orders Agreements Purchase History Work Confirmations Deliverables
Supplier Agreements
Export
Simple Search
Note that the search is case insensitive
Advanced Search
PO Number
Global
Effective-From Date
Effective-To Date
Go
Clear
PO Number Revision Global Description Document Type Buyer Order Date Currency Amount Agreed Amount Released Effective-From Date Effective-To Date Status Attachments Upload Status
44789 0 Yes Global Blanket Purchase Agreement for CRP Testing not CPR Blanket Purchase Agreement SHOBY, TIM 03-Jun-2014 13:36:28 USD 10,000.00 04-Dec-2013 03-Dec-2014 Open
44746 1 Yes Global Blanket Purchase Agreement based on WSCA Pricing Blanket Purchase Agreement SHOBY, TIM 19-May-2014 09:42:38 USD 10,000.00 04-Dec-2013 03-Dec-2014 Supplier Change Pending
44725 0 Yes Global Blanket Purchase Agreement based on WSCA Pricing Blanket Purchase Agreement SHOBY, TIM 14-May-2014 08:52:41 USD 10,000.00 04-Dec-2013 03-Dec-2014 Accepted
44699 2 Yes BPA Blanket Purchase Agreement JOHNS, MARSHALL D 08-May-2014 10:42:19 USD 5,500.00 05-May-2014 04-May-2015 Closed
44698 0 Yes MRO State of Florida/WSCA Contract Contract Purchase Agreement SHOBY, TIM 06-May-2014 14:30:45 USD 9,500.24 01-May-2014 30-Apr-2015 Open
Export

If you click on the purchase order number link under PO Number, the System takes you to the header information.

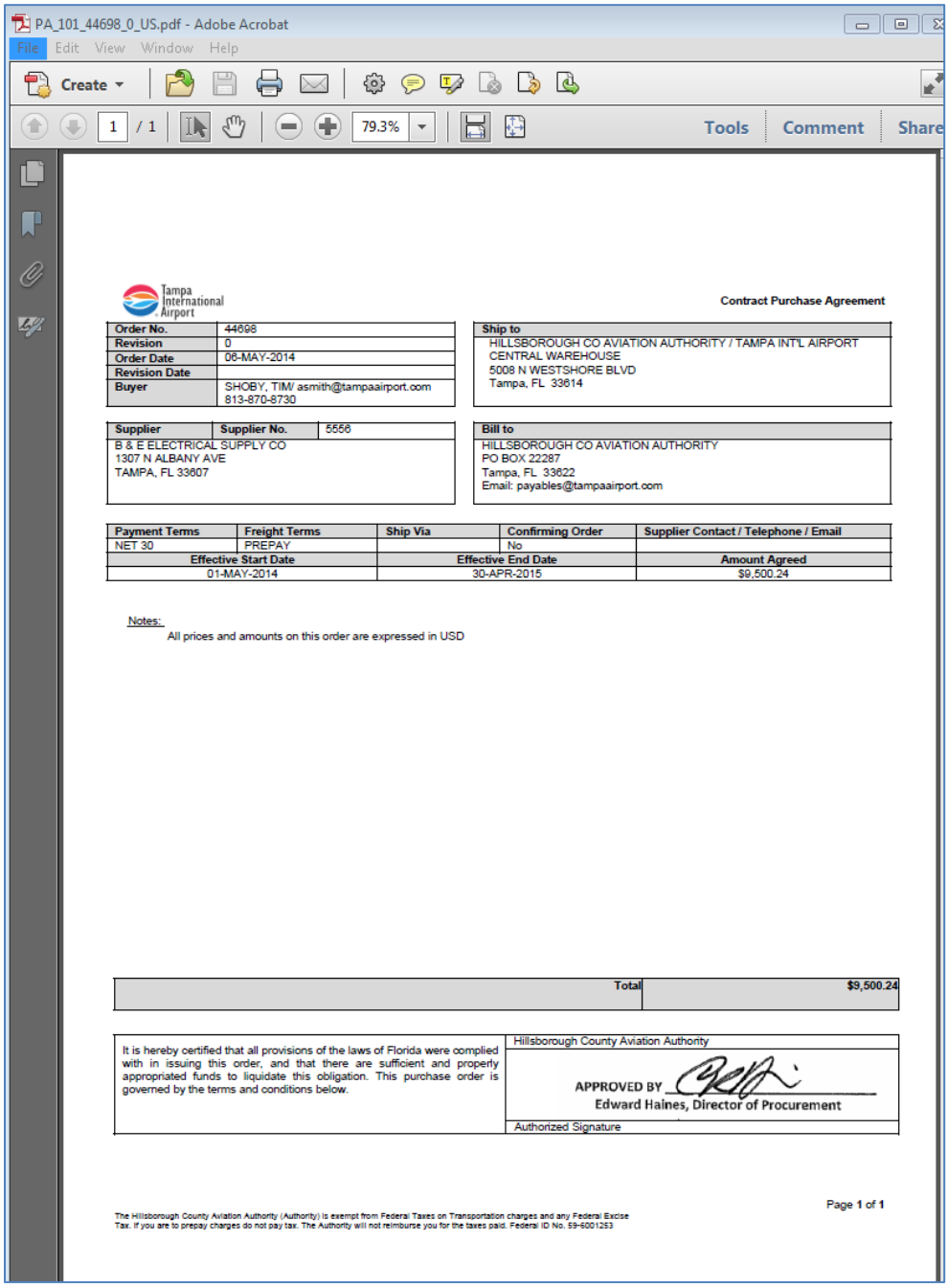


You can click on the PO Number link to view a copy of the entire purchase order.



General information concerning the purchase order appears. From the Actions List of Values, click on View PDF then click Go. This will bring up the purchase order in PDF.

This is what you will see:


PA_101_44698_0_US.pdf - Adobe Acrobat

Tampa International Airport

Contract Purchase Agreement

Order No.	44698
Revision	0
Order Date	06-MAY-2014
Revision Date	
Buyer	SHOBY, TIM/ asmith@tampaairport.com 813-870-8730

Ship to
HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L AIRPORT
CENTRAL WAREHOUSE
5008 N WESTSHORE BLVD
Tampa, FL 33614

Supplier	**Supplier No.**	5556
B & E ELECTRICAL SUPPLY CO 1307 N ALBANY AVE TAMPA, FL 33607		

Bill to
HILLSBOROUGH CO AVIATION AUTHORITY
PO BOX 22287
Tampa, FL 33622
Email: payables@tampaairport.com

Payment Terms	Freight Terms	Ship Via	Confirming Order	Supplier Contact / Telephone / Email
NET 30	PREPAY		No	
Effective Start Date		**Effective End Date**		**Amount Agreed**
01-MAY-2014		30-APR-2015		$9,500.24

Notes:
All prices and amounts on this order are expressed in USD

Total	**$9,500.24**

It is hereby certified that all provisions of the laws of Florida were complied with in issuing this order, and that there are sufficient and properly appropriated funds to liquidate this obligation. This purchase order is governed by the terms and conditions below.

Hillsborough County Aviation Authority

APPROVED BY
Edward Haines, Director of Procurement

Authorized Signature

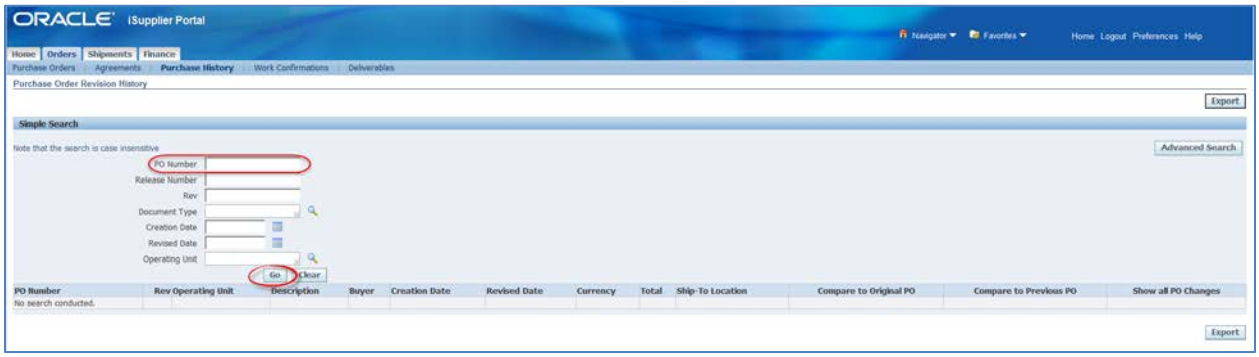
Page 1 of 1

The Hillsborough County Aviation Authority (Authority) is exempt from Federal Taxes on Transportation charges and any Federal Excise Tax. If you are to prepay charges do not pay tax. The Authority will not reimburse you for the taxes paid. Federal ID No. 59-6001253

Click on Return to Blanket Agreement then Return to Orders: Agreements to return to the list of Agreements. Both links are found on the bottom left side of your screen. This will be true for Contract Purchase Agreements as well.

Purchase History

To view the history of a purchase order, click on the Orders Tab then on the Purchase History link. You can type in the purchase order number in the PO Number field then click Go if you want to view a particular PO or simply click Go to pull up all purchase orders issued to your Company.

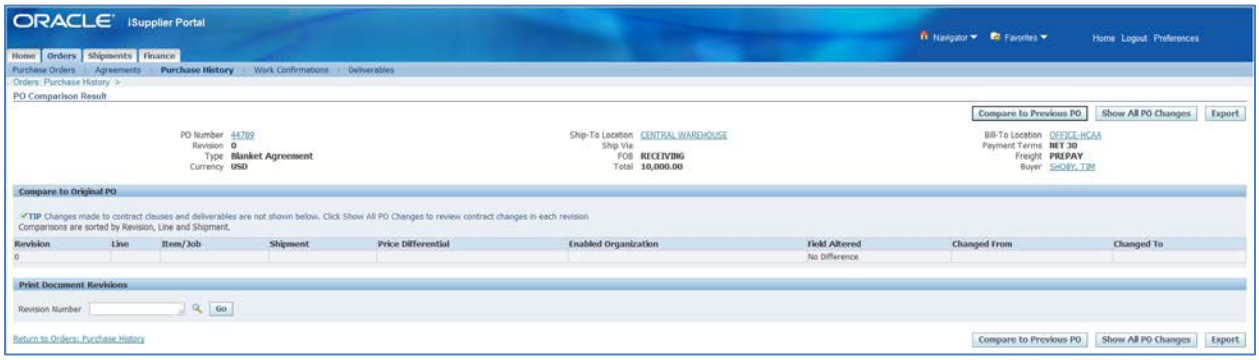


When looking at PO history, you have the option to take one of the following actions:

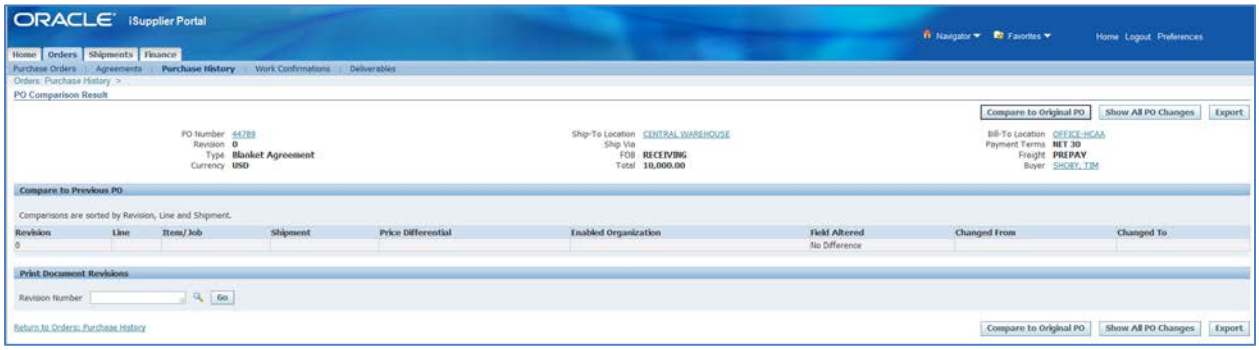
- Compare to Original PO
- Compare to Previous PO
- Show all PO Changes

Simply click on the page icon below the appropriate action.

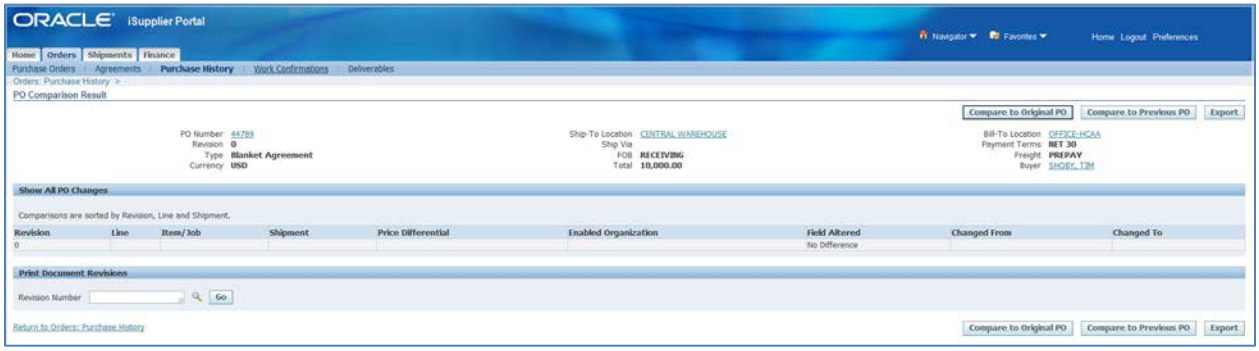
Compare to Original PO



Compare to Previous PO


ORACLE iSupplier Portal
Navigator Favorites Home Logout Preferences
Home Orders Shipments Finance
Purchase Orders Agreements Purchase History Work Confirmations Deliverables
Orders: Purchase History >
PO Comparison Result
Compare to Original PO Show All PO Changes Export
PO Number 44789
Revision 0
Type Blanket Agreement
Currency USD
Ship-To Location CENTRAL WAREHOUSE
Ship Via
FOB RECEIVING
Total 10,000.00
Bill-To Location OFFICE-HCAA
Payment Terms NET 30
Freight PREPAY
Buyer SHOBY, TIM
Compare to Previous PO
Comparisons are sorted by Revision, Line and Shipment.
Revision Line Item/Job Shipment Price Differential Enabled Organization Field Altered Changed From Changed To
0 No Difference
Print Document Revisions
Revision Number Go
Return to Orders: Purchase History
Compare to Original PO Show All PO Changes Export

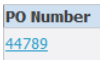
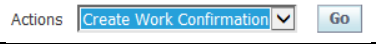
Show All PO Changes


ORACLE iSupplier Portal
Navigator Favorites Home Logout Preferences
Home Orders Shipments Finance
Purchase Orders Agreements Purchase History Work Confirmations Deliverables
Orders: Purchase History >
PO Comparison Result
Compare to Original PO Compare to Previous PO Export
PO Number 44789
Revision 0
Type Blanket Agreement
Currency USD
Ship-To Location CENTRAL WAREHOUSE
Ship Via
FOB RECEIVING
Total 10,000.00
Bill-To Location OFFICE-HCAA
Payment Terms NET 30
Freight PREPAY
Buyer SHOBY, TIM
Show All PO Changes
Comparisons are sorted by Revision, Line and Shipment.
Revision Line Item/Job Shipment Price Differential Enabled Organization Field Altered Changed From Changed To
0 No Difference
Print Document Revisions
Revision Number Go
Return to Orders: Purchase History
Compare to Original PO Compare to Previous PO Export

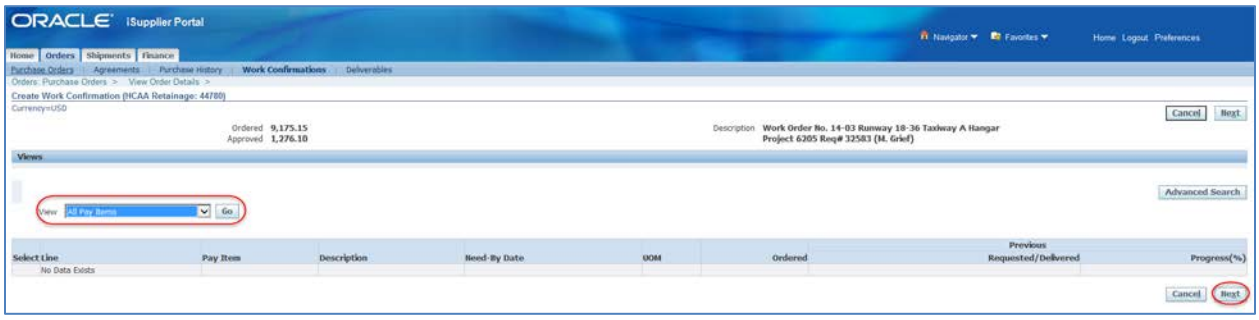
Work Confirmations

Work Confirmations are project submittals that detail the percentage of work and stored materials (if applicable) for the current period on a construction contract. Creating the Work Confirmation is done via the Purchase Orders link on the Orders Tab; viewing Work Confirmations is done from here as well.

Create Work Confirmation

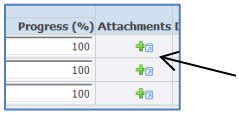
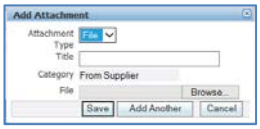
Step	Action
1.	From the Orders Tab, click on the Purchase Order link. This is a link to the list purchase orders issued to the Company.
2.	Click on the PO number under **PO Number** that you are creating a Work Confirmation against. 
3.	From the Actions **List of Values**, select **Create Work Confirmation.** Click **Go.** 

This is the screen that will allow you to create the work confirmation.



Step	Action
4.	The line(s) of the purchase order are shown, with a checkbox for each line under **Select**. Check each box for each line you have completed work for within the current period. Then click **Next**.
5.	Enter the Work **Confirmation Number** and the **Period of Performance**. Ordered 9,175.15 Approved 1,276.10 * Work Confirmation Description Work Order No. 14-03 Runway 18-36 Taxiway A Hangar Project 6205 Req# 32583 (M. Grief) Period of Performance To

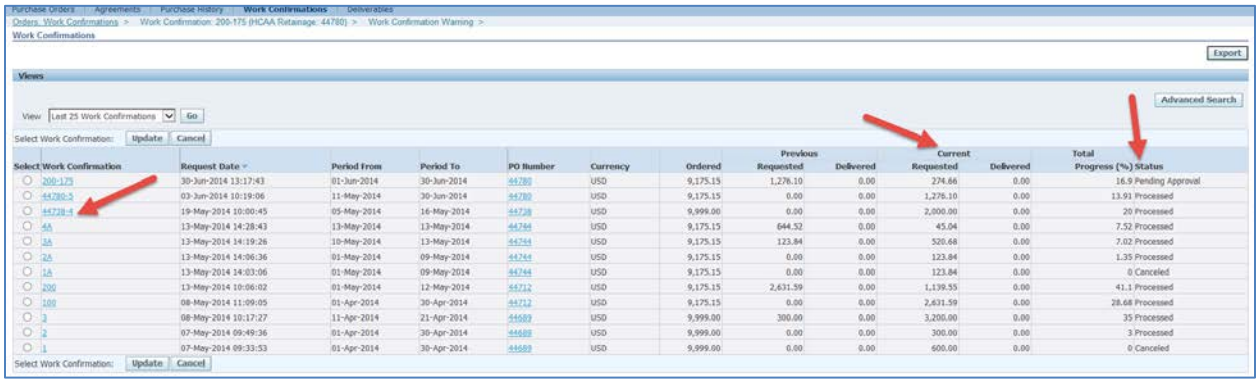
6.	Enter the amount being requested. This is either a **dollar value or progress percentage**, then click **Submit.**

You should attach supporting documentation to each Work Confirmation. This can be done when you are entering the amount or percentage of current work completed.  Click on the **+** to get the **Add Attachment** section open. Attach a file, fill in a URL address or provide text in the attachment and click **Save.** 

View Work Confirmations

Step	Action
7.	From the **Purchase Orders link on the Orders Tab**, click on **Work Confirmations**. From the **View** List of Values you can select one of the following: • **Last 25 Work Confirmations** • **Draft Work Confirmations** • **Rejected Work Confirmations** • **All Work Confirmations.** Click **Go.**
8.	Click on the **Work Confirmation Number** under **Work Confirmation** you want to view. The amount requested is shown, as is the progress percentage complete.

This is a view of all Work Confirmations to date.



Update (Cancel) Work Confirmations

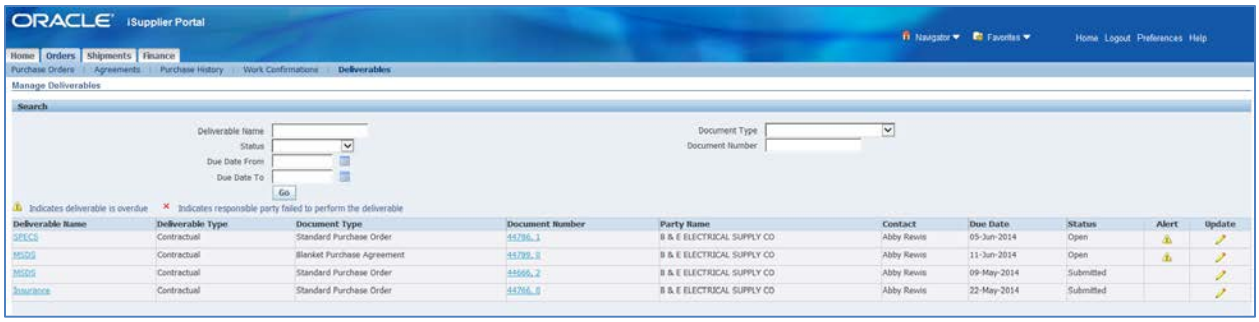
Step	Action
9.	From the **Purchase Orders link on the Orders Tab**, click on **Work Confirmations**. From the **View** List of Values you can select one of the following: • **Last 25 Work Confirmations** • **Draft Work Confirmations** • **Rejected Work Confirmations** • **All Work Confirmations.** Click **Go.**
10.	Check the radio button under Select next to the **Work Confirmation** you want to update. Click **Go.**
11.	**NOTE:** you can only update or cancel Work Confirmations that are in a status of **Draft or Rejected.**
12.	You are able to change the **current delivered amount or percentage** only.

Manage Deliverables

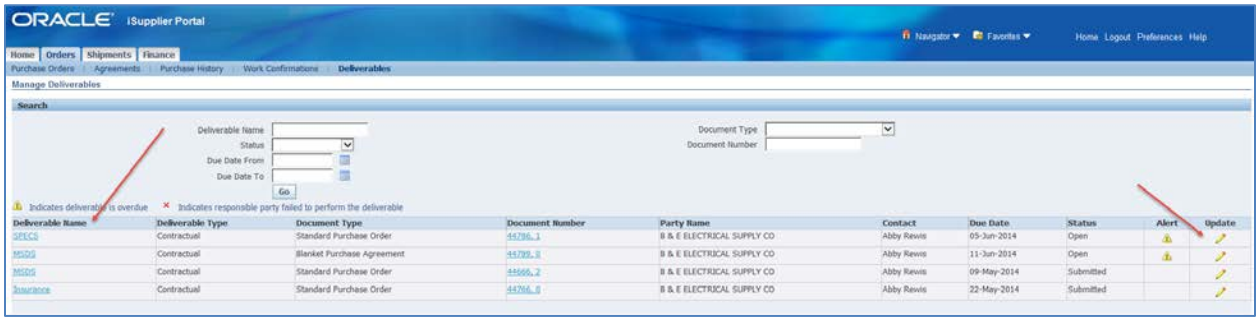
Deliverables are items that you, as the Supplier, are required to provide. Generally, these are such things as insurance certificates, Material Safety Data Sheets, or other forms of documentation to complete the terms of the purchase order.

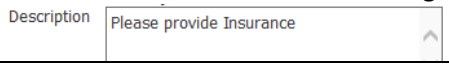
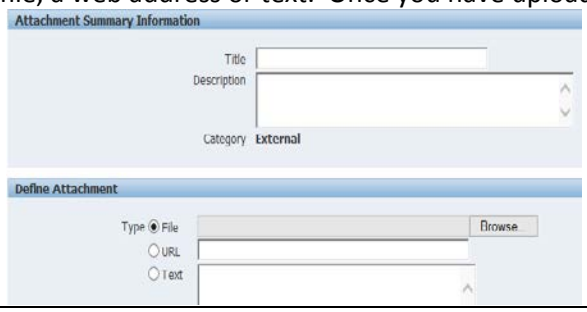
Deliverables can be found either directly from the Deliverables link on the Orders Tab or through the Actions List of Values on an individual purchase order.

Here is an example of a list of deliverables:


ORACLE iSupplier Portal
Home Logout Preferences Help
Home Orders Shipments Finance
Purchase Orders Agreements Purchase History Work Confirmations Deliverables
Manage Deliverables
Search
Deliverable Name
Status
Due Date From
Due Date To
Document Type
Document Number
Go
Indicates deliverable is overdue
Indicates responsible party failed to perform the deliverable
Deliverable Name
Deliverable Type
Document Type
Document Number
Party Name
Contact
Due Date
Status
Alert
Update
SPECS Contractual Standard Purchase Order 44796, 1 B & E ELECTRICAL SUPPLY CO Abby Rewis 05-Jun-2014 Open
MSDS Contractual Blanket Purchase Agreement 44799, 8 B & E ELECTRICAL SUPPLY CO Abby Rewis 11-Jun-2014 Open
MSDS Contractual Standard Purchase Order 44666, 2 B & E ELECTRICAL SUPPLY CO Abby Rewis 09-May-2014 Submitted
Insurance Contractual Standard Purchase Order 44766, 8 B & E ELECTRICAL SUPPLY CO Abby Rewis 22-May-2014 Submitted

To respond to a deliverables request from this page, click on the pencil icon below Update on the line for the deliverable you are responding to.


ORACLE iSupplier Portal
Home Logout Preferences Help
Home Orders Shipments Finance
Purchase Orders Agreements Purchase History Work Confirmations Deliverables
Manage Deliverables
Search
Deliverable Name
Status
Due Date From
Due Date To
Document Type
Document Number
Go
Indicates deliverable is overdue
Indicates responsible party failed to perform the deliverable
Deliverable Name
Deliverable Type
Document Type
Document Number
Party Name
Contact
Due Date
Status
Alert
Update
SPECS Contractual Standard Purchase Order 44796, 1 B & E ELECTRICAL SUPPLY CO Abby Rewis 05-Jun-2014 Open
MSDS Contractual Blanket Purchase Agreement 44799, 8 B & E ELECTRICAL SUPPLY CO Abby Rewis 11-Jun-2014 Open
MSDS Contractual Standard Purchase Order 44666, 2 B & E ELECTRICAL SUPPLY CO Abby Rewis 09-May-2014 Submitted
Insurance Contractual Standard Purchase Order 44766, 8 B & E ELECTRICAL SUPPLY CO Abby Rewis 22-May-2014 Submitted

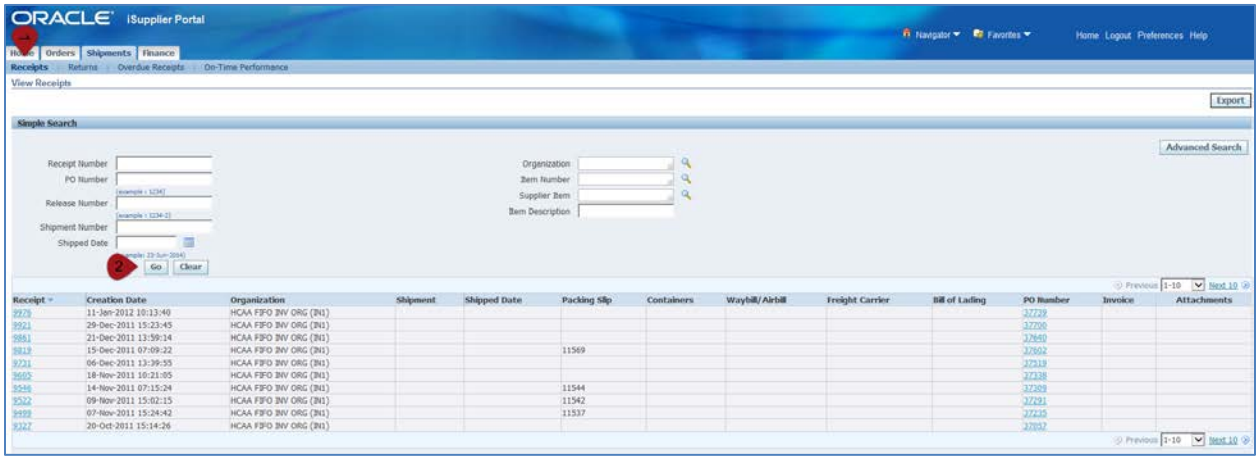
Step	Action
1.	On the **Update Deliverable page**, the **Description** field will provide the specific information or documentation being requested. 
2.	Click the **Add Attachment** box and provide the information requested. This can be a file, a web address or text. Once you have uploaded the information, click **Apply.** 
3.	Click on the Status List of Values and change the option to **Submitted.** Click **Apply**.

Shipments Tab

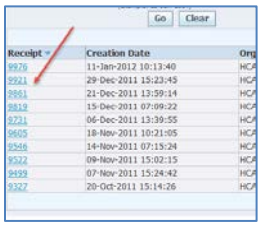
The Shipments Tab will provide information regarding the goods or services provided by your Company to the Authority. In this section of the Portal, you are able to view current receipts, returns, overdue receipts and your Company's on-time performance.

View Receipts

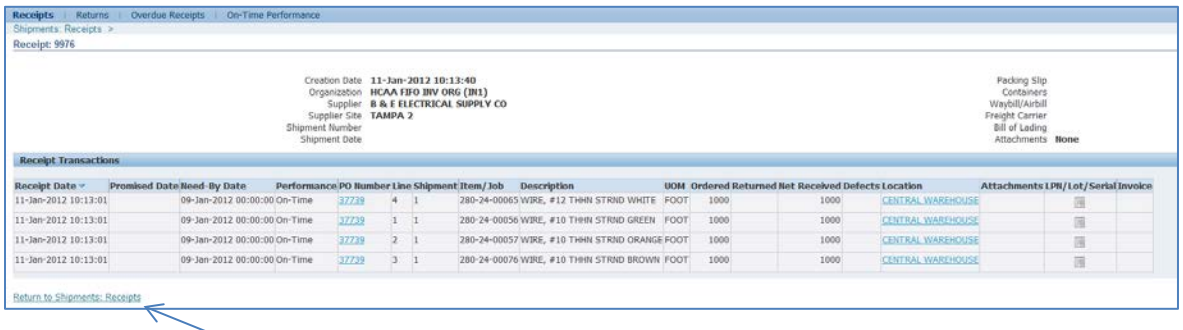
To view a list of all receipts, click on the Receipts hyperlink below the Shipments Tab then click the Go button.



Click on the Receipt Number to view individual receipts.



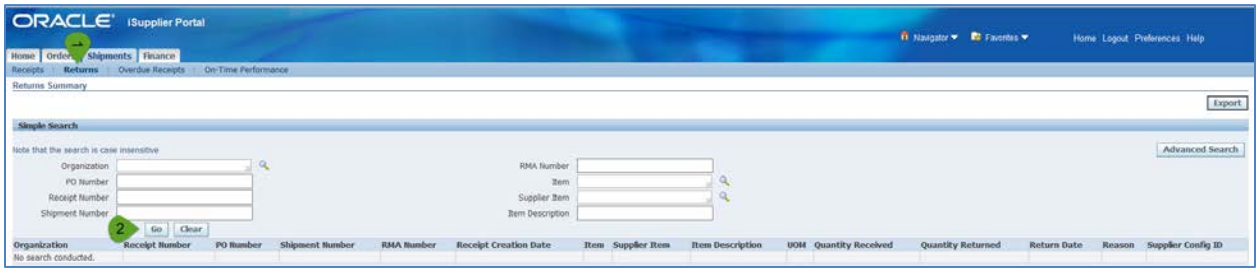
Here is an individual receipt:



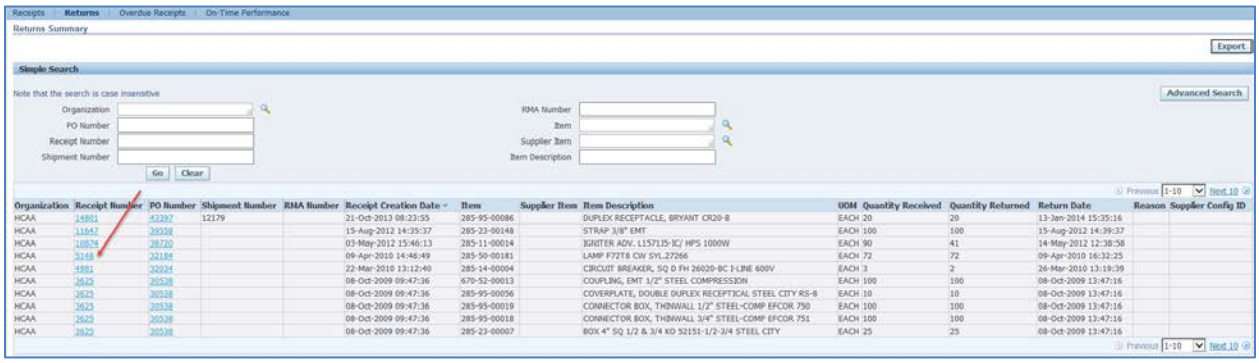
To return to the Receipts page, click the hyperlink at the bottom of the page.

View Returns

To view a list of returns, click on the Returns hyperlink below the Shipments Tab then click the Go button.



Click on the Receipt Number to view individual returns.

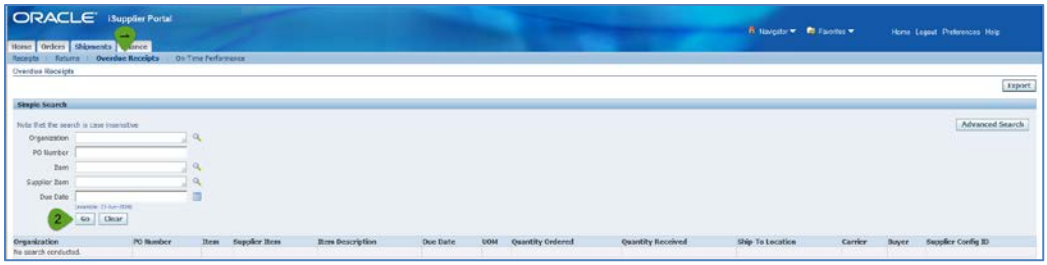

Receipts Returns Overdue Receipts On-Time Performance
Returns Summary
Export
Simple Search
Advanced Search
Organization
PO Number
Receipt Number
Shipment Number
RMA Number
Item
Supplier Item
Item Description
Go
Clear
Organization Receipt Number PO Number Shipment Number RMA Number Receipt Creation Date Item Supplier Item Item Description UOM Quantity Received Quantity Returned Return Date Reason Supplier Config ID
HCAA 14801 43397 12179 21-Oct-2013 08:23:55 285-95-00086 DUPLEX RECEPTACLE, BRYANT CR20-B EACH 20 20 13-Jan-2014 15:35:16
HCAA 11647 29558 15-Aug-2012 14:35:37 285-23-00148 STRAP 3/8" EMT EACH 100 100 15-Aug-2012 14:39:37
HCAA 10874 38720 03-May-2012 15:46:13 285-11-00014 IGNITER ADV. L157115-IC/ HPS 1000W EACH 90 41 14-May-2012 12:38:58
HCAA 5148 32184 09-Apr-2010 14:46:49 285-50-00181 LAMP F72T8 CW SYL_27266 EACH 72 72 09-Apr-2010 16:32:25
HCAA 4981 32034 22-Mar-2010 13:12:40 285-14-00004 CIRCUIT BREAKER, SQ D FH 26020-BC I-LINE 600V EACH 3 2 26-Mar-2010 13:19:39
HCAA 3625 30538 08-Oct-2009 09:47:36 670-52-00013 COUPLING, EMT 1/2" STEEL COMPRESSION EACH 100 100 08-Oct-2009 13:47:16
HCAA 3625 30538 08-Oct-2009 09:47:36 285-95-00056 COVERPLATE, DOUBLE DUPLEX RECEPTICAL STEEL CITY RS-8 EACH 10 10 08-Oct-2009 13:47:16
HCAA 3625 30538 08-Oct-2009 09:47:36 285-95-00019 CONNECTOR BOX, THINWALL 1/2" STEEL-COMP EFCOR 750 EACH 100 100 08-Oct-2009 13:47:16
HCAA 3625 30538 08-Oct-2009 09:47:36 285-95-00018 CONNECTOR BOX, THINWALL 3/4" STEEL-COMP EFCOR 751 EACH 100 100 08-Oct-2009 13:47:16
HCAA 3625 30538 08-Oct-2009 09:47:36 285-23-00007 BOX 4" SQ 1/2 & 3/4 KO 52151-1/2-3/4 STEEL CITY EACH 25 25 08-Oct-2009 13:47:16
Previous 1-10 Next 10

ORACLE iSupplier Portal
Home Orders Shipments Finance
Receipts Returns Overdue Receipts On-Time Performance
Shipments: Returns >
Receipt Transactions
Export
Receipt PO Number Line Shipment Description UOM Ordered Returned Net Received Defects Location Receipt Date Promised Date Need-By Date Performance
11647 29558 1 1 STRAP 3/8" EMT EACH 100 100.0 0 CENTRAL RECEIVING - NEW 15-Aug-2012 14:35:19 13-Aug-2012 00:00:00 On-Time

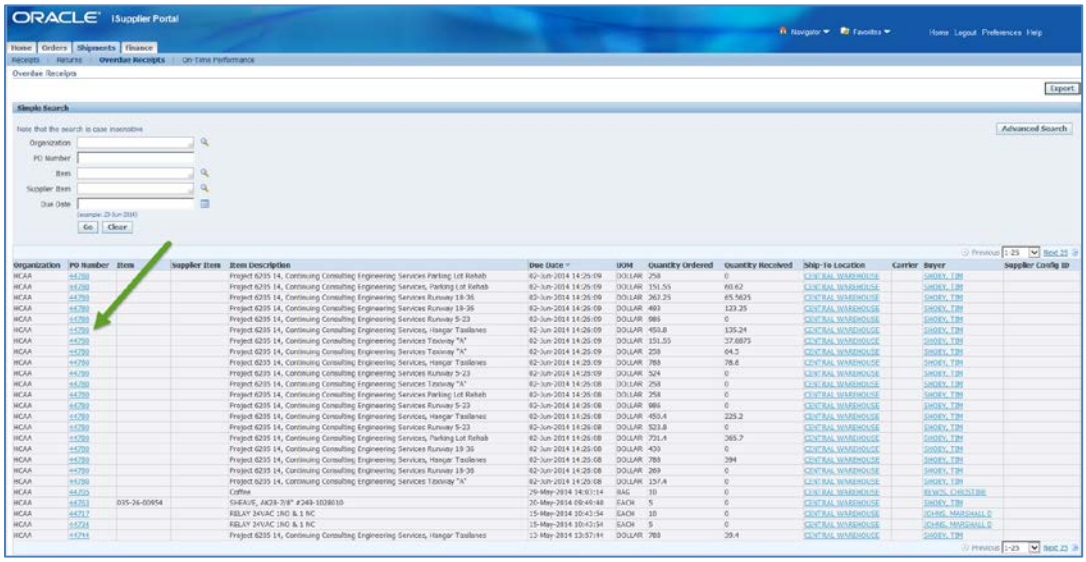
Click on the hyperlink at the bottom of the page to return to the Returns page.

View Overdue Receipts

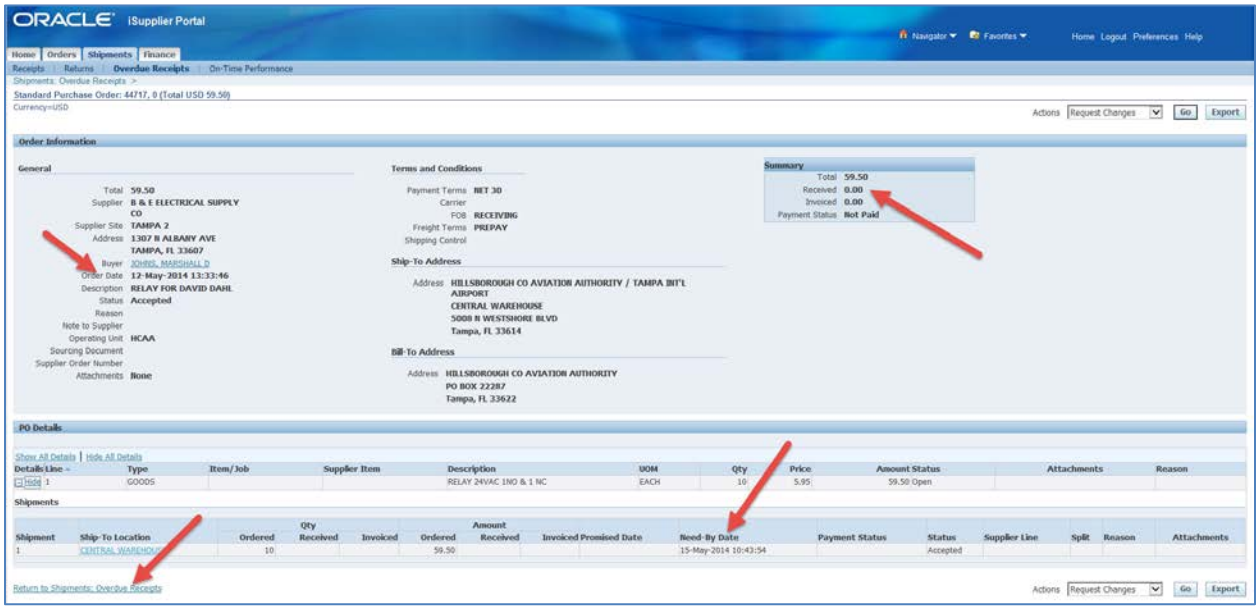
Overdue Receipts are those shipments that were not delivered on time. To view of list of Overdue Receipts, click on the Overdue Receipts hyperlink below the Shipments Tab. Click Go to get a list.



Click on the PO Number to view an individual shipment that was not received on time.

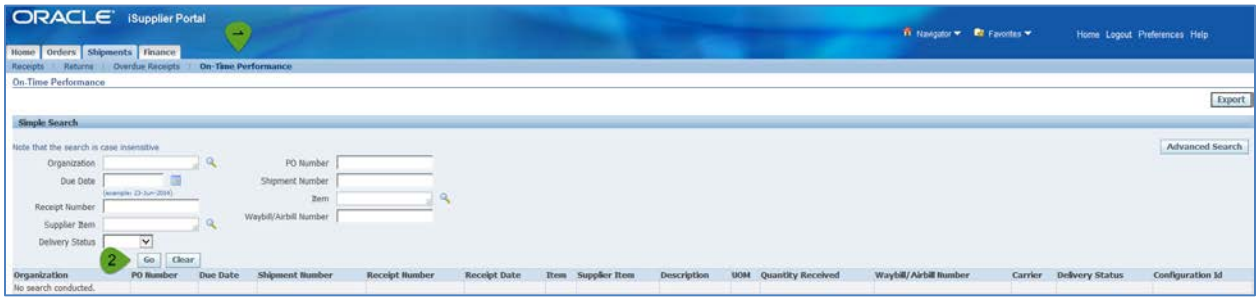


The illustration below reflects the Order Date (12-May-2014), the Need-By Date (15-May-2014), and the Received amount (0.00). To return to the list of Overdue Receipts, click on the hyperlink at the bottom of the page.


ORACLE iSupplier Portal
Home Orders Shipments Finance
Receipts Returns Overdue Receipts On-Time Performance
Shipments: Overdue Receipts >
Standard Purchase Order: 44717, 0 (Total USD 59.50)
Currency=USD
Actions Request Changes Go Export
Order Information
General
Total 59.50
Supplier B & E ELECTRICAL SUPPLY CO
Supplier Site TAMPA 2
Address 1307 N ALBANY AVE TAMPA, FL 33607
Buyer JOHNS, MARSHALL D
Order Date 12-May-2014 13:33:46
Description RELAY FOR DAVID DAHL
Status Accepted
Reason
Note to Supplier
Operating Unit HCAA
Sourcing Document
Supplier Order Number
Attachments None
Terms and Conditions
Payment Terms NET 30
Carrier
FOB RECEIVING
Freight Terms PREPAY
Shipping Control
Ship-To Address
Address HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L AIRPORT CENTRAL WAREHOUSE 5008 N WESTSHORE BLVD Tampa, FL 33614
Bill-To Address
Address HILLSBOROUGH CO AVIATION AUTHORITY PO BOX 22287 Tampa, FL 33622
Summary
Total 59.50
Received 0.00
Invoiced 0.00
Payment Status Not Paid
PO Details
Show All Details | Hide All Details
Details Line Type Item/Job Supplier Item Description UOM Qty Price Amount Status Attachments Reason
Hide 1 GOODS RELAY 24VAC 1NO & 1 NC EACH 10 5.95 59.50 Open
Shipments
Shipment Ship-To Location Qty Ordered Qty Received Qty Invoiced Amount Ordered Amount Received Amount Invoiced Promised Date Need-By Date Payment Status Status Supplier Line Split Reason Attachments
1 CENTRAL WAREHOUSE 10 59.50 15-May-2014 10:43:54 Accepted
Return to Shipments: Overdue Receipts
Actions Request Changes Go Export

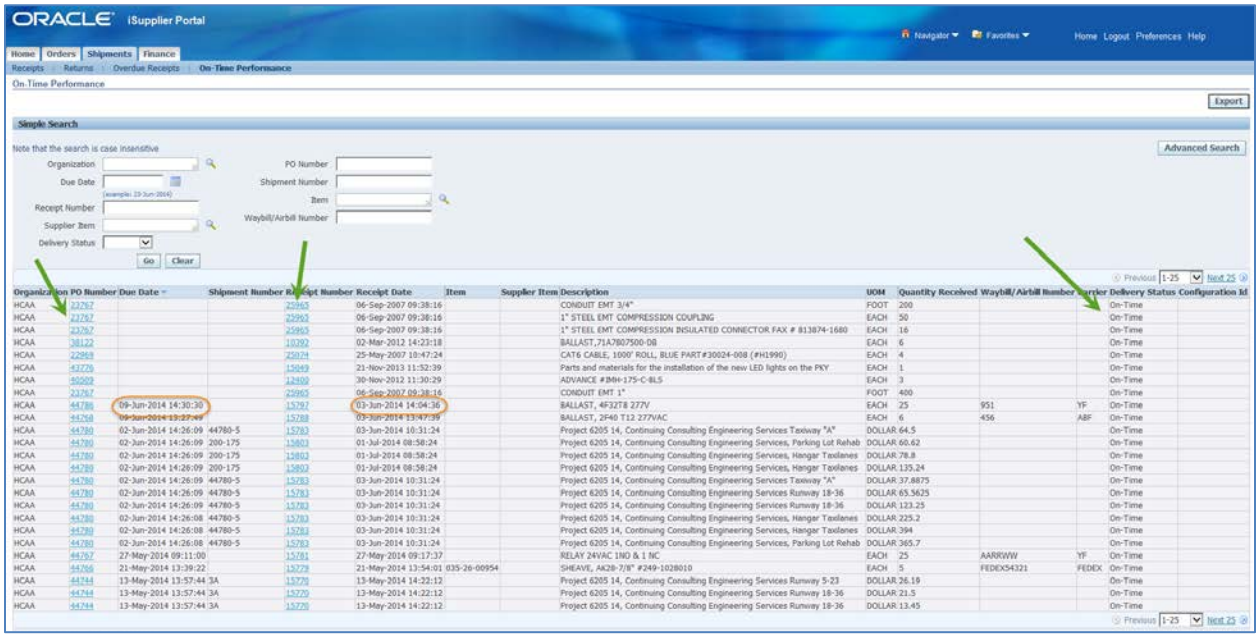
View On-Time Performance

Click on the On-Time Performance hyperlink below the Shipments Tab to view all shipments that were received on time.



On this page, you are able to view the Purchase Order Number, the Receipt Number, and the Delivery Status of a particular shipment. In addition, you can view the Due Date and Receipt Date.

The PO Number and Receipt Number are hyperlinks to the individual purchase order or receipt. Click on either to view the applicable information.

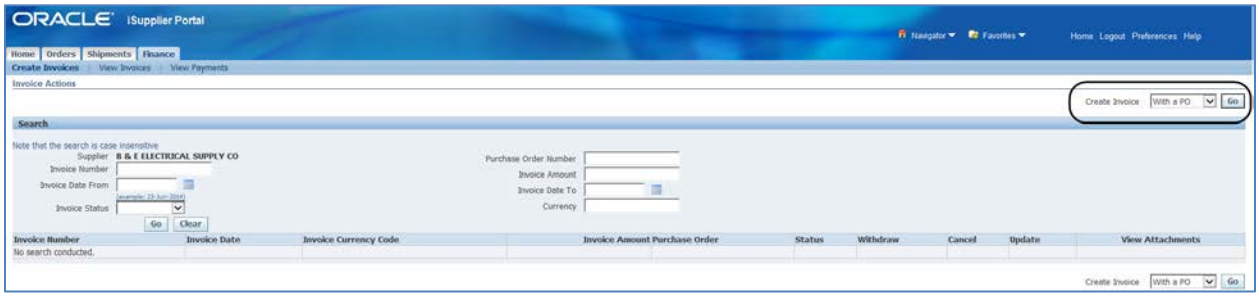

ORACLE iSupplier Portal
Home Orders Shipments Finance
On-Time Performance
Export
Simple Search
Advanced Search
Organization PO Number Due Date Shipment Number Receipt Number Receipt Date Item Supplier Item Description UOM Quantity Received Waybill/Airbill Number Carrier Delivery Status Configuration Id

Finance Tab

The Finance Tab is where you will create invoices, view invoice status, and view payment status.

Create Invoice With a PO

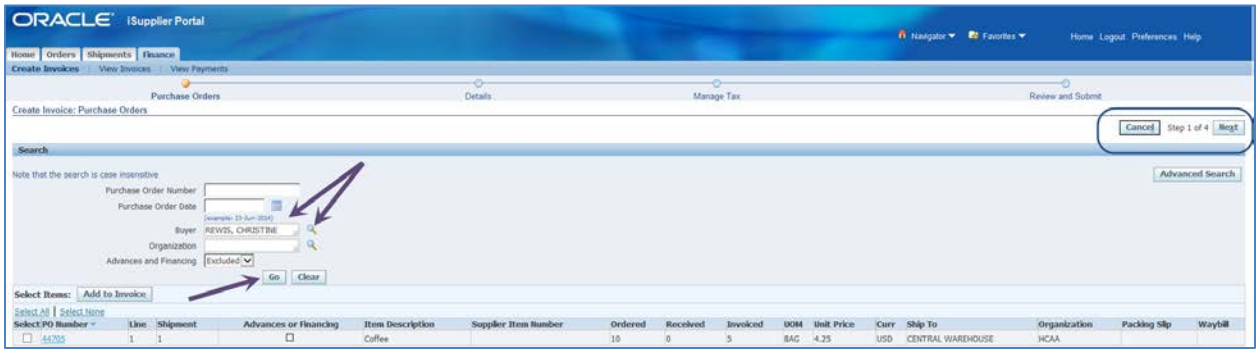
To create an invoice that has an existing purchase order, make sure the Create Invoice List of Values indicates “With a PO” then click Go.


ORACLE iSupplier Portal
Home Logout Preferences Help
Home Orders Shipments Finance
Create Invoices View Invoices View Payments
Invoice Actions
Create Invoice With a PO Go
Search
Note that the search is case insensitive
Supplier B & E ELECTRICAL SUPPLY CO
Invoice Number
Invoice Date From
Invoice Status
Purchase Order Number
Invoice Amount
Invoice Date To
Currency
Go Clear
Invoice Number Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments
No search conducted.
Create Invoice With a PO Go

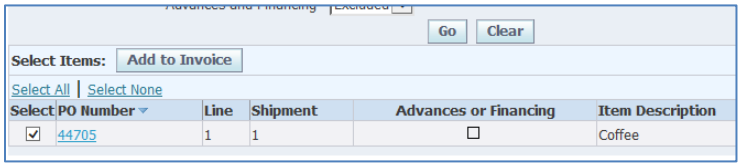
The Portal will request that you fill in one of the Search fields:

- Purchase Order Number
- Purchase Order Date
- Buyer
- Organization

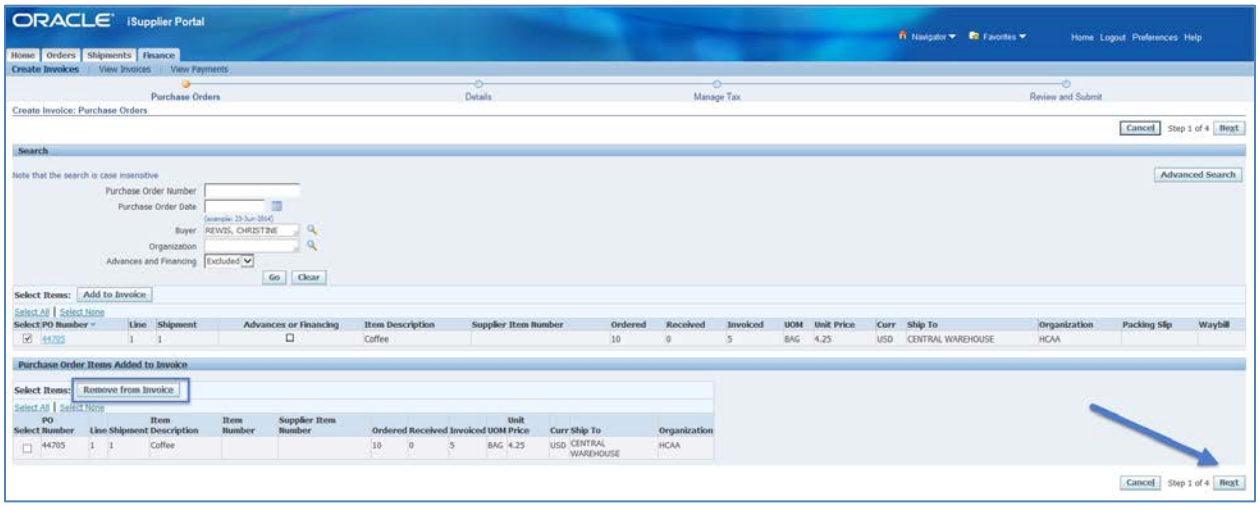
Most of the time you should fill in either the Purchase Order Number or the Buyer. If you choose to fill in the Buyer’s name, click on the magnifying glass then click Go.


ORACLE iSupplier Portal
Home Logout Preferences Help
Home Orders Shipments Finance
Create Invoices View Invoices View Payments
Purchase Orders Details Manage Tax Review and Submit
Create Invoice: Purchase Orders
Cancel Step 1 of 4 Next
Search
Note that the search is case insensitive
Advanced Search
Purchase Order Number
Purchase Order Date
Buyer REWIS, CHRISTINE
Organization
Advances and Financing Excluded
Go Clear
Select Items: Add to Invoice
Select All Select None
Select PO Number Line Shipment Advances or Financing Item Description Supplier Item Number Ordered Received Invoiced UOM Unit Price Curr Ship To Organization Packing Slip Waybill
44705 1 1 Coffee 10 0 5 BAG 4.25 USD CENTRAL WAREHOUSE HCAA

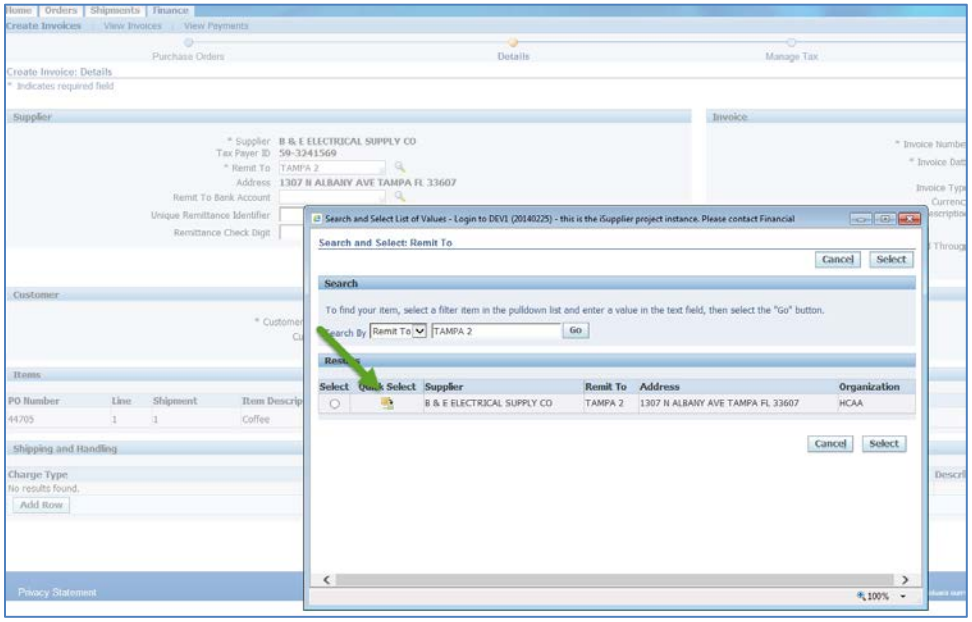
Check the box next to the PO Number that you want to invoice. Click the Add to Invoice button.



If this is the incorrect PO Number, you have the opportunity to remove it. If it is correct, click Next. This is Step 1 in the process.



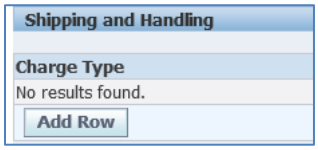
All Supplier information should populate automatically; if the Remit To address is incorrect, click on the magnifying glass to pull up a list of addresses. Click on the Quick Select button to choose the correct address.



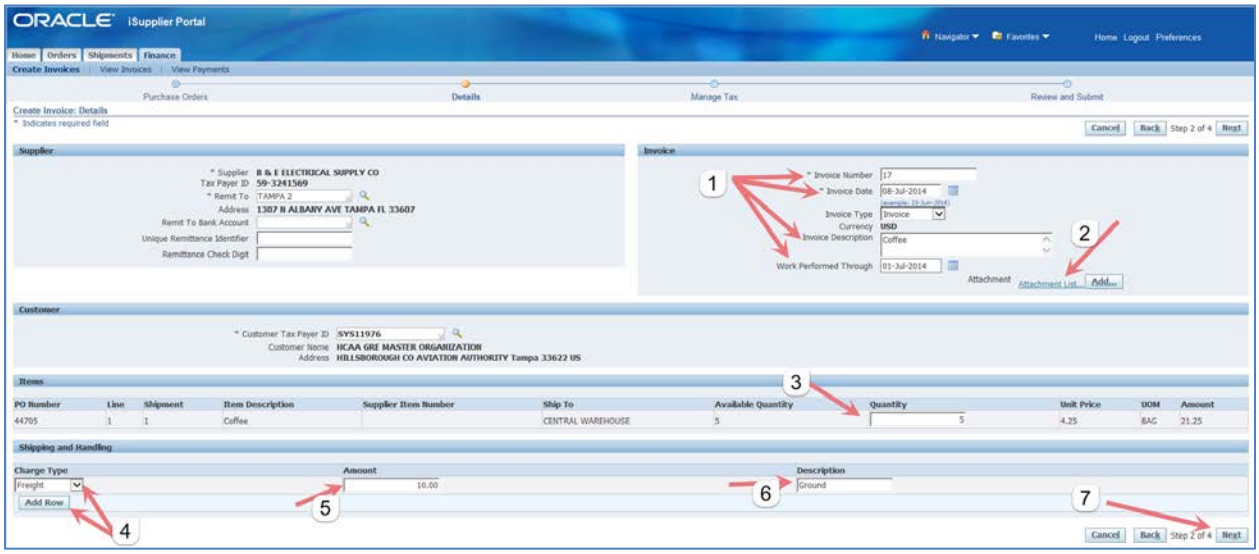
The following fields should be completed (if an asterisk is next to the field name, it is a required field):

- Invoice Number
- Invoice Date (may auto-populate)
- Invoice Description
- Work Performed Through
- Attachment (this is not a fillable field; you should attach documentation to support the invoice)
- Quantity

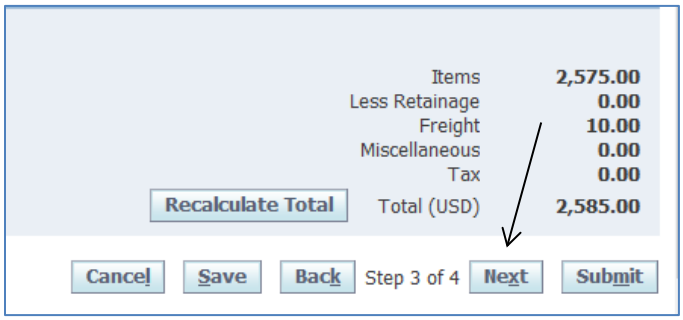
If there are additional charges that need to be added, click on "Add Row" below Charge Type.



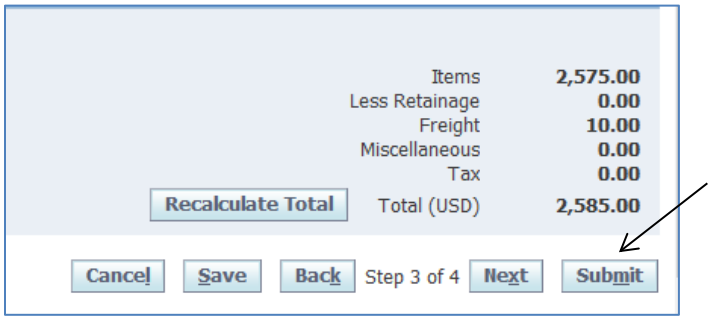
You can add Freight or Miscellaneous charges here. Once you have provided all the information requested on the page, click Next. This is Step 2.



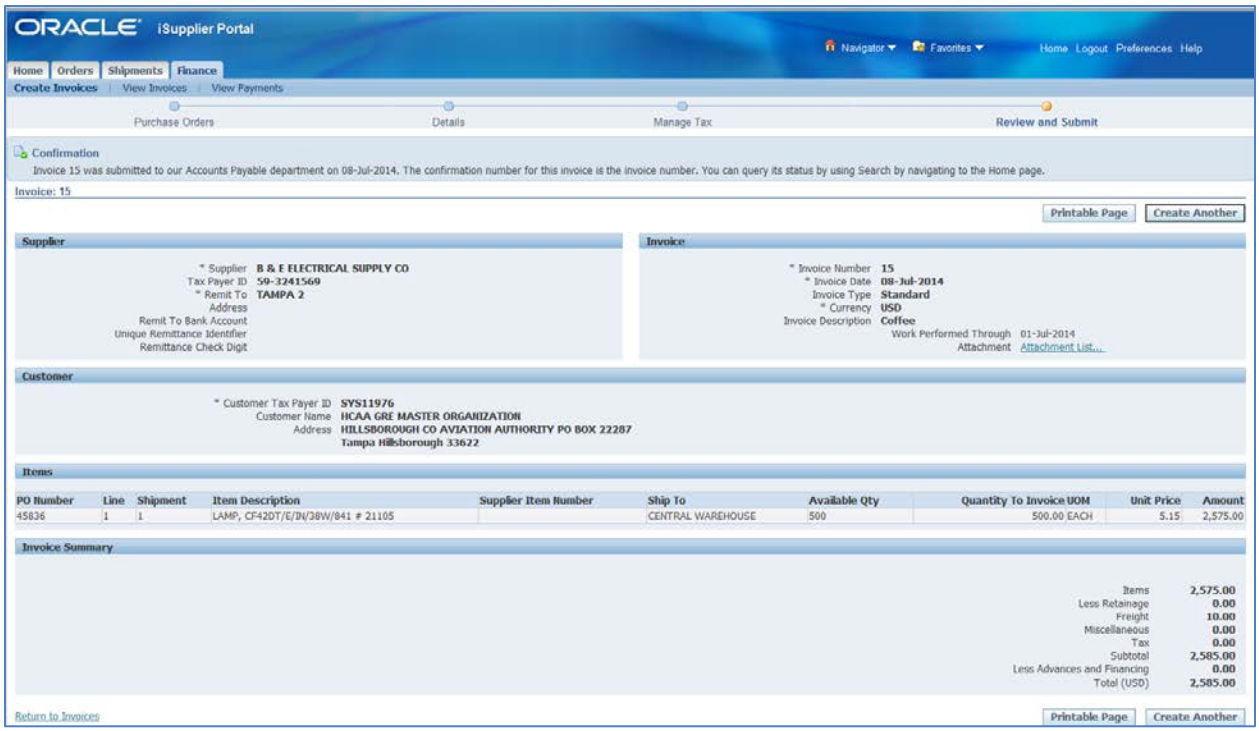
Step 3 is the "Manage Tax" page. There is nothing required on this page so click Next.



Click Submit to complete the invoice.

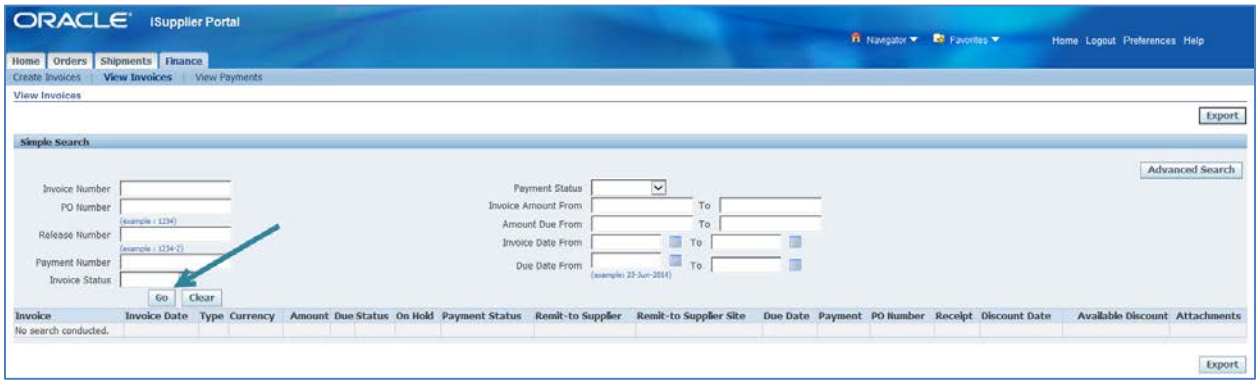


This is a completed invoice:


ORACLE iSupplier Portal
Navigator Favorites Home Logout Preferences Help
Home Orders Shipments Finance
Create Invoices | View Invoices | View Payments
Purchase Orders
Details
Manage Tax
Review and Submit
Confirmation
Invoice 15 was submitted to our Accounts Payable department on 08-Jul-2014. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.
Invoice: 15
Printable Page
Create Another
Supplier
* Supplier B & F ELECTRICAL SUPPLY CO
Tax Payer ID 59-3241569
* Remit To TAMPA 2
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit
Invoice
* Invoice Number 15
* Invoice Date 08-Jul-2014
Invoice Type Standard
* Currency USD
Invoice Description Coffee
Work Performed Through 01-Jul-2014
Attachment Attachment List...
Customer
* Customer Tax Payer ID SYS11976
Customer Name HCAA GRE MASTER ORGANIZATION
Address HILLSBOROUGH CO AVIATION AUTHORITY PO BOX 22287
Tampa Hillsborough 33622
Items
PO Number Line Shipment Item Description Supplier Item Number Ship To Available Qty Quantity To Invoice UOM Unit Price Amount
45836 1 1 LAMP, CF42DT/E/IN/38W/841 # 21105 CENTRAL WAREHOUSE 500 500.00 EACH 5.15 2,575.00
Invoice Summary
Items 2,575.00
Less Retainage 0.00
Freight 10.00
Miscellaneous 0.00
Tax 0.00
Subtotal 2,585.00
Less Advances and Financing 0.00
Total (USD) 2,585.00
Return to Invoices
Printable Page
Create Another

View Invoices

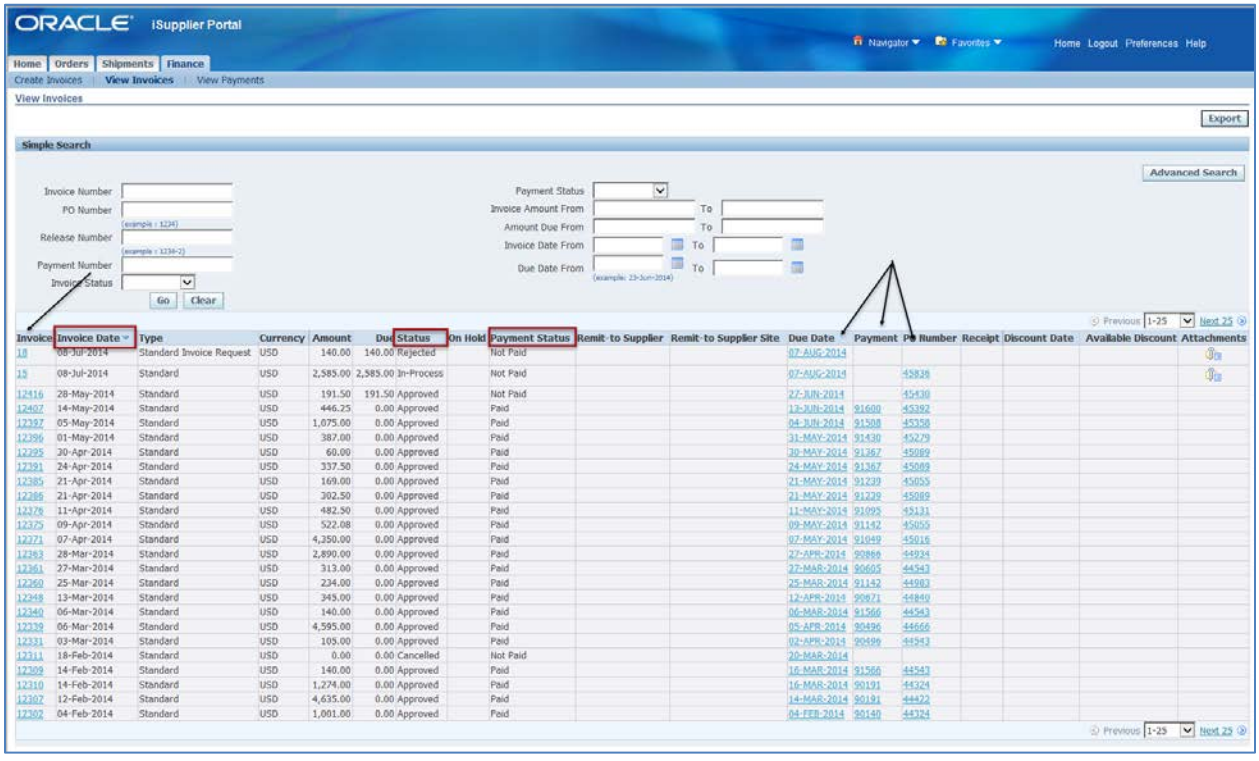
To view the status of an invoice, click on the View Invoices hyperlink under the Finance Tab. You can search by any of the fields listed or simply click Go to view a list of all invoices.



The list allows you to look at the following:

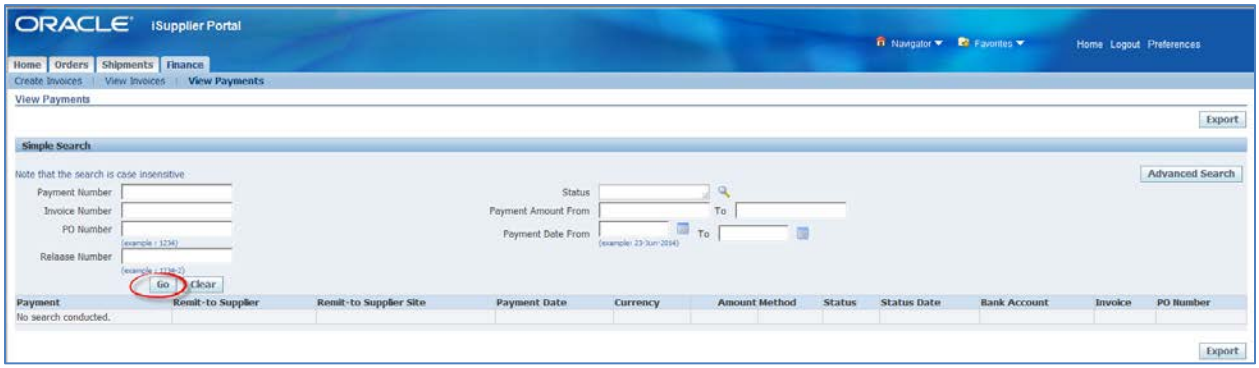
- An individual invoice (Invoice)
- Due Date
- Payment (check number)
- PO Number

The page also provides the date the invoice was submitted, the status of the invoice and the payment status.


ORACLE iSupplier Portal
Navigator
Favorites
Home Logout Preferences Help
Home
Orders
Shipments
Finance
Create Invoices
View Invoices
View Payments
View Invoices
Export
Simple Search
Advanced Search
Invoice Number
PO Number
Release Number
Payment Number
Invoice Status
Payment Status
Invoice Amount From
Amount Due From
Invoice Date From
Due Date From
To
Go
Clear
Previous 1-25 Next 25
Invoice
Invoice Date
Type
Currency
Amount
Due
Status
On Hold
Payment Status
Remit-to Supplier
Remit-to Supplier Site
Due Date
Payment
PO Number
Receipt
Discount Date
Available Discount
Attachments
18 08-Jul-2014 Standard Invoice Request USD 140.00 140.00 Rejected Not Paid 07-AUG-2014
15 08-Jul-2014 Standard USD 2,585.00 2,585.00 In-Process Not Paid 07-AUG-2014 45838
12416 28-May-2014 Standard USD 191.50 191.50 Approved Not Paid 27-JUN-2014 45430
12407 14-May-2014 Standard USD 446.25 0.00 Approved Paid 13-JUN-2014 91600 45392
12397 05-May-2014 Standard USD 1,075.00 0.00 Approved Paid 04-JUN-2014 91508 45358
12396 01-May-2014 Standard USD 387.00 0.00 Approved Paid 31-MAY-2014 91430 45279
12395 30-Apr-2014 Standard USD 60.00 0.00 Approved Paid 30-MAY-2014 91367 45089
12391 24-Apr-2014 Standard USD 337.50 0.00 Approved Paid 24-MAY-2014 91367 45089
12385 21-Apr-2014 Standard USD 169.00 0.00 Approved Paid 21-MAY-2014 91239 45055
12386 21-Apr-2014 Standard USD 302.50 0.00 Approved Paid 21-MAY-2014 91239 45089
12378 11-Apr-2014 Standard USD 482.50 0.00 Approved Paid 11-MAY-2014 91095 45131
12375 09-Apr-2014 Standard USD 522.08 0.00 Approved Paid 09-MAY-2014 91142 45055
12371 07-Apr-2014 Standard USD 4,350.00 0.00 Approved Paid 07-MAY-2014 91049 45016
12363 28-Mar-2014 Standard USD 2,890.00 0.00 Approved Paid 27-APR-2014 90886 44934
12361 27-Mar-2014 Standard USD 313.00 0.00 Approved Paid 27-MAR-2014 90605 44543
12360 25-Mar-2014 Standard USD 234.00 0.00 Approved Paid 25-MAR-2014 91142 44983
12348 13-Mar-2014 Standard USD 345.00 0.00 Approved Paid 12-APR-2014 90871 44840
12340 06-Mar-2014 Standard USD 140.00 0.00 Approved Paid 06-MAR-2014 91566 44543
12339 06-Mar-2014 Standard USD 4,595.00 0.00 Approved Paid 05-APR-2014 90496 44666
12331 03-Mar-2014 Standard USD 103.00 0.00 Approved Paid 02-APR-2014 90499 44543
12311 18-Feb-2014 Standard USD 0.00 0.00 Cancelled Not Paid 20-MAR-2014
12309 14-Feb-2014 Standard USD 140.00 0.00 Approved Paid 16-MAR-2014 91566 44543
12310 14-Feb-2014 Standard USD 1,274.00 0.00 Approved Paid 16-MAR-2014 90191 44324
12307 12-Feb-2014 Standard USD 4,635.00 0.00 Approved Paid 14-MAR-2014 90181 44422
12302 04-Feb-2014 Standard USD 1,001.00 0.00 Approved Paid 04-FEB-2014 90140 44324
Previous 1-25 Next 25

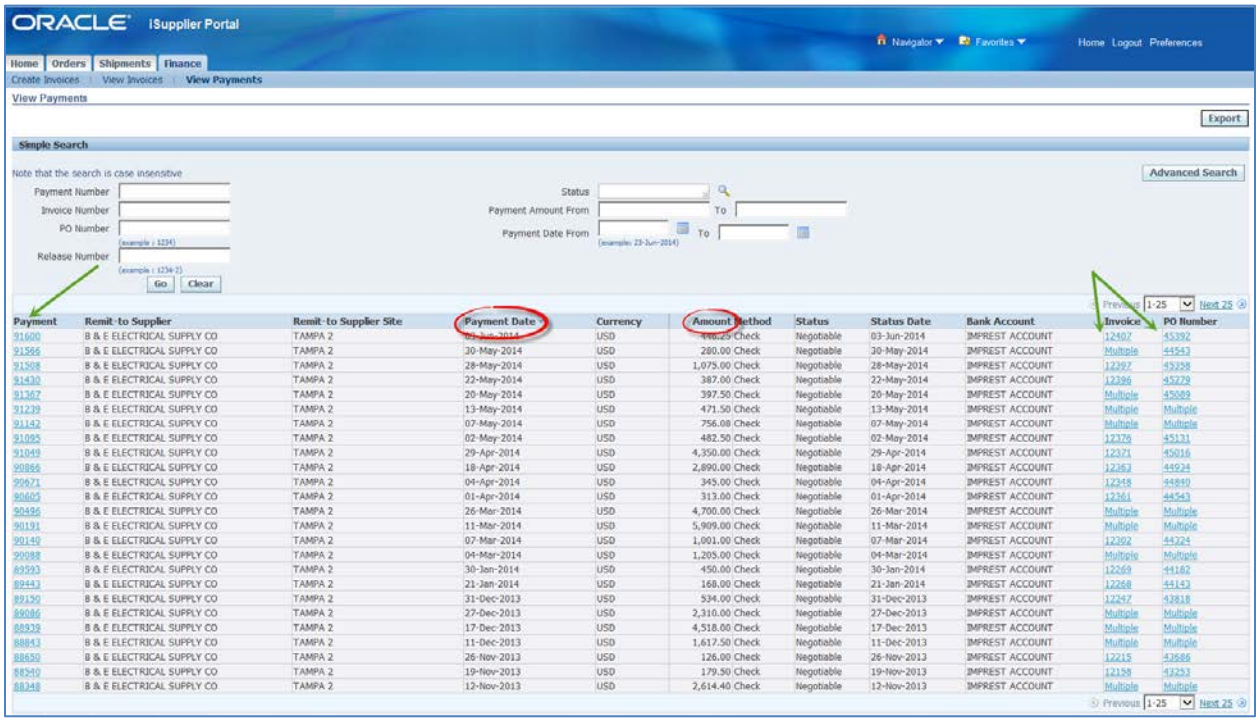
View Payments

To view the status of a payment, click on the View Invoices hyperlink under the Finance Tab. You can search by any of the fields listed or simply click Go to view a list of all payments.



You are able to view an individual Payment, the Invoice associated with that Payment and the PO Number created for the good(s) or services(s) associated with the Payment.

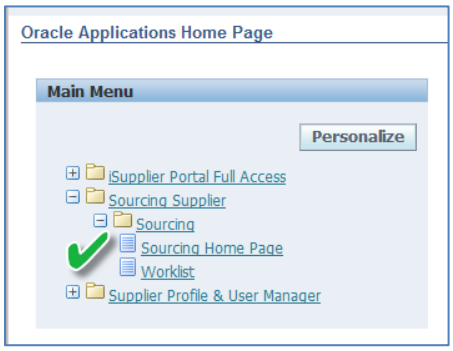
The Payment Date and Amount are provided via this page as well.


ORACLE iSupplier Portal
Navigator
Favorites
Home Logout Preferences
Home
Orders
Shipments
Finance
Create Invoices | View Invoices | View Payments
View Payments
Export
Simple Search
Note that the search is case insensitive
Advanced Search
Payment Number
Invoice Number
PO Number
Release Number
Status
Payment Amount From
To
Payment Date From
To
Go
Clear
Previous 1-25 Next 25
Payment
Remit-to Supplier
Remit-to Supplier Site
Payment Date
Currency
Amount
Method
Status
Status Date
Bank Account
Invoice
PO Number
91600 B & E ELECTRICAL SUPPLY CO TAMPA 2 USD 446.25 Check Negotiable 03-Jun-2014 IMPREST ACCOUNT 12407 45392
91566 B & E ELECTRICAL SUPPLY CO TAMPA 2 30-May-2014 USD 280.00 Check Negotiable 30-May-2014 IMPREST ACCOUNT Multiple 44543
91508 B & E ELECTRICAL SUPPLY CO TAMPA 2 28-May-2014 USD 1,075.00 Check Negotiable 28-May-2014 IMPREST ACCOUNT 12397 45358
91430 B & E ELECTRICAL SUPPLY CO TAMPA 2 22-May-2014 USD 387.00 Check Negotiable 22-May-2014 IMPREST ACCOUNT 12396 45279
91367 B & E ELECTRICAL SUPPLY CO TAMPA 2 20-May-2014 USD 397.50 Check Negotiable 20-May-2014 IMPREST ACCOUNT Multiple 45089
91239 B & E ELECTRICAL SUPPLY CO TAMPA 2 13-May-2014 USD 471.50 Check Negotiable 13-May-2014 IMPREST ACCOUNT Multiple Multiple
91142 B & E ELECTRICAL SUPPLY CO TAMPA 2 07-May-2014 USD 756.08 Check Negotiable 07-May-2014 IMPREST ACCOUNT Multiple Multiple
91085 B & E ELECTRICAL SUPPLY CO TAMPA 2 02-May-2014 USD 482.50 Check Negotiable 02-May-2014 IMPREST ACCOUNT 12376 45131
91049 B & E ELECTRICAL SUPPLY CO TAMPA 2 29-Apr-2014 USD 4,350.00 Check Negotiable 29-Apr-2014 IMPREST ACCOUNT 12371 45016
90866 B & E ELECTRICAL SUPPLY CO TAMPA 2 18-Apr-2014 USD 2,890.00 Check Negotiable 18-Apr-2014 IMPREST ACCOUNT 12363 44924
90671 B & E ELECTRICAL SUPPLY CO TAMPA 2 04-Apr-2014 USD 345.00 Check Negotiable 04-Apr-2014 IMPREST ACCOUNT 12348 44849
90605 B & E ELECTRICAL SUPPLY CO TAMPA 2 01-Apr-2014 USD 313.00 Check Negotiable 01-Apr-2014 IMPREST ACCOUNT 12361 44543
90436 B & E ELECTRICAL SUPPLY CO TAMPA 2 26-Mar-2014 USD 4,700.00 Check Negotiable 26-Mar-2014 IMPREST ACCOUNT Multiple Multiple
90191 B & E ELECTRICAL SUPPLY CO TAMPA 2 11-Mar-2014 USD 5,909.00 Check Negotiable 11-Mar-2014 IMPREST ACCOUNT Multiple Multiple
90140 B & E ELECTRICAL SUPPLY CO TAMPA 2 07-Mar-2014 USD 1,001.00 Check Negotiable 07-Mar-2014 IMPREST ACCOUNT 12302 44224
90088 B & E ELECTRICAL SUPPLY CO TAMPA 2 04-Mar-2014 USD 1,205.00 Check Negotiable 04-Mar-2014 IMPREST ACCOUNT Multiple Multiple
89593 B & E ELECTRICAL SUPPLY CO TAMPA 2 30-Jan-2014 USD 450.00 Check Negotiable 30-Jan-2014 IMPREST ACCOUNT 12269 44162
89443 B & E ELECTRICAL SUPPLY CO TAMPA 2 21-Jan-2014 USD 168.00 Check Negotiable 21-Jan-2014 IMPREST ACCOUNT 12268 44143
89150 B & E ELECTRICAL SUPPLY CO TAMPA 2 31-Dec-2013 USD 534.00 Check Negotiable 31-Dec-2013 IMPREST ACCOUNT 12247 43818
89086 B & E ELECTRICAL SUPPLY CO TAMPA 2 27-Dec-2013 USD 2,310.00 Check Negotiable 27-Dec-2013 IMPREST ACCOUNT Multiple Multiple
88939 B & E ELECTRICAL SUPPLY CO TAMPA 2 17-Dec-2013 USD 4,518.00 Check Negotiable 17-Dec-2013 IMPREST ACCOUNT Multiple Multiple
88843 B & E ELECTRICAL SUPPLY CO TAMPA 2 11-Dec-2013 USD 1,617.50 Check Negotiable 11-Dec-2013 IMPREST ACCOUNT Multiple Multiple
88650 B & E ELECTRICAL SUPPLY CO TAMPA 2 26-Nov-2013 USD 126.00 Check Negotiable 26-Nov-2013 IMPREST ACCOUNT 12215 43686
88549 B & E ELECTRICAL SUPPLY CO TAMPA 2 19-Nov-2013 USD 179.50 Check Negotiable 19-Nov-2013 IMPREST ACCOUNT 12198 43253
88348 B & E ELECTRICAL SUPPLY CO TAMPA 2 12-Nov-2013 USD 2,614.40 Check Negotiable 12-Nov-2013 IMPREST ACCOUNT Multiple Multiple
Previous 1-25 Next 25

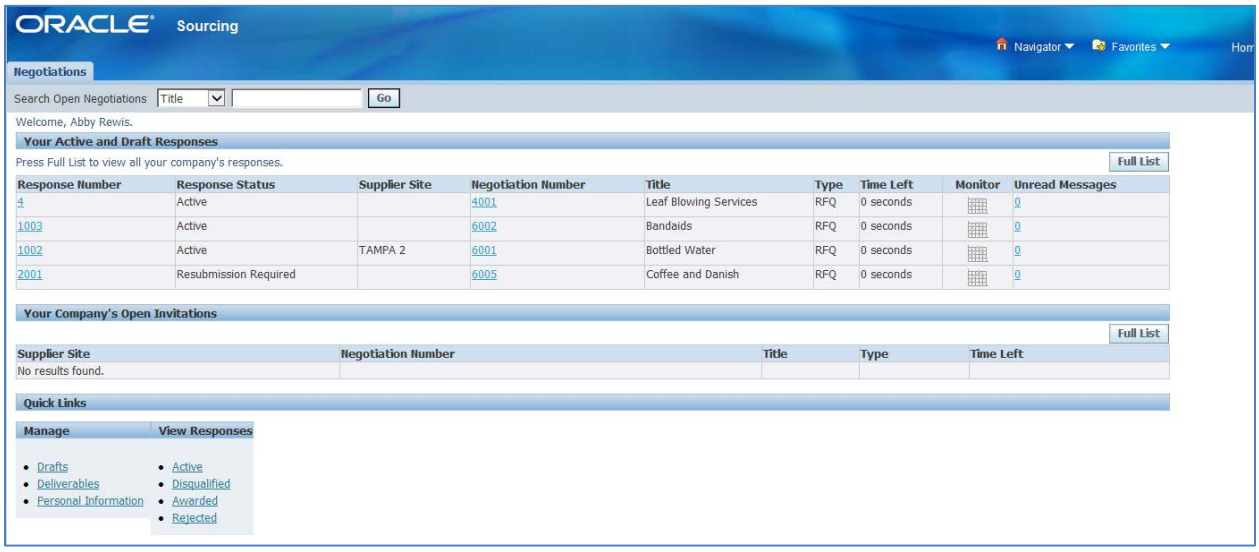
Sourcing Supplier

Sourcing Supplier is the electronic bidding module in Oracle. This responsibility allows you to respond to electronic Requests for Quotes (RFQ) or "Negotiations".

To access RFQs, click on "Sourcing Supplier" on the Oracle Applications Home Page, then on "Sourcing", finally on "Sourcing Home Page."

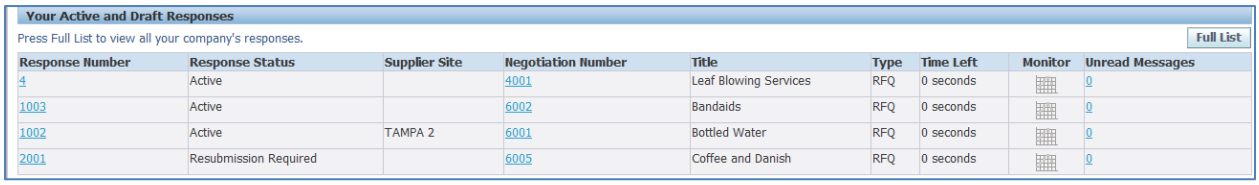


Here is what you will see:



Active and Draft Responses

A list of all of your Company's active Negotiation responses are provided:



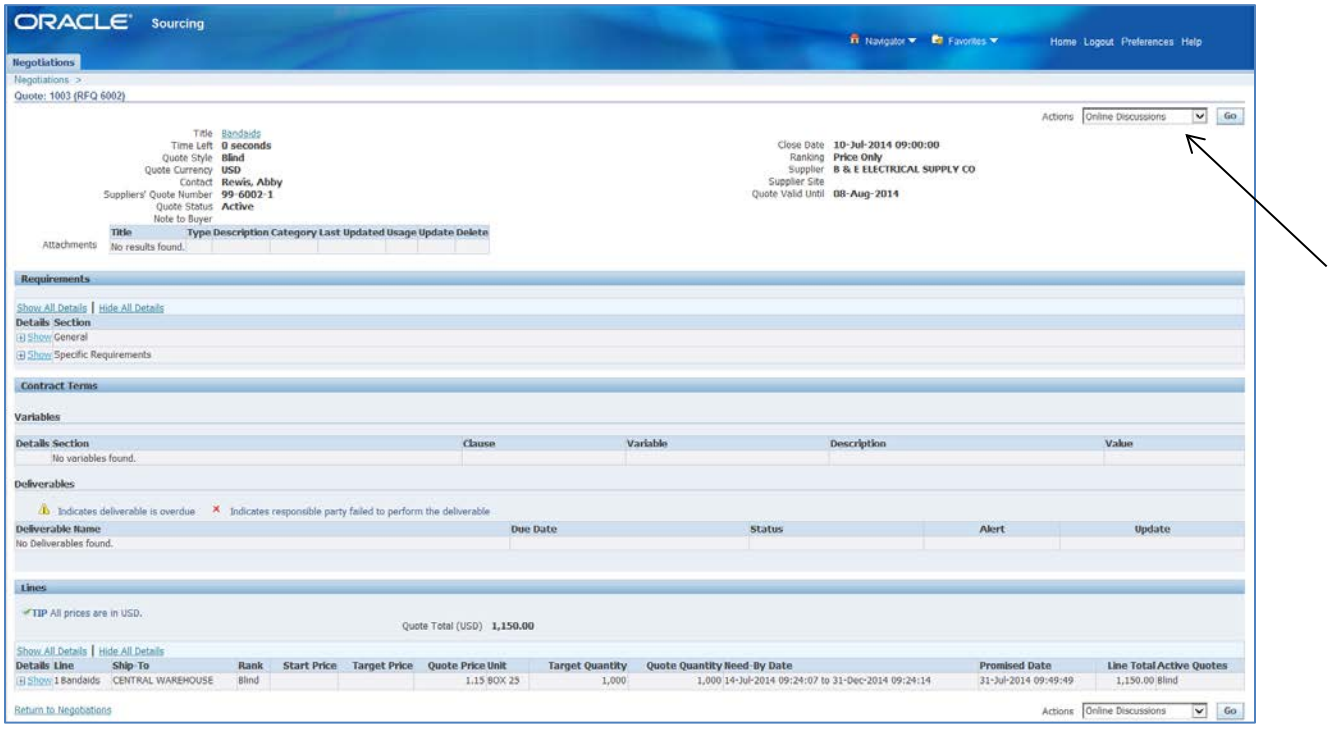
Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
4	Active		4001	Leaf Blowing Services	RFQ	0 seconds		0
1003	Active		6002	Bandaids	RFQ	0 seconds		0
1002	Active	TAMPA 2	6001	Bottled Water	RFQ	0 seconds		0
2001	Resubmission Required		6005	Coffee and Danish	RFQ	0 seconds		0

Response Number

Clicking on the hyperlink under Response Number will take you to the Negotiation page. You are able to see your Company's entire response to the Negotiation here.



ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations >

Quote: 1003 (RFQ 6002)

Actions Online Discussions Go

Title Bandaids
Time Left 0 seconds
Quote Style Blind
Quote Currency USD
Contact Rewis, Abby
Suppliers' Quote Number 99-6002-1
Quote Status Active
Note to Buyer

Close Date 10-Jul-2014 09:00:00
Ranking Price Only
Supplier B & E ELECTRICAL SUPPLY CO
Supplier Site
Quote Valid Until 08-Aug-2014

Attachments

Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.							

Requirements

Show All Details | Hide All Details

Details Section

Show General

Show Specific Requirements

Contract Terms

Variables

Details Section	Clause	Variable	Description	Value
No variables found.				

Deliverables

Indicates deliverable is overdue. Indicates responsible party failed to perform the deliverable.

Deliverable Name	Due Date	Status	Alert	Update
No Deliverables found.				

Lines

TIP All prices are in USD.

Quote Total (USD) 1,150.00

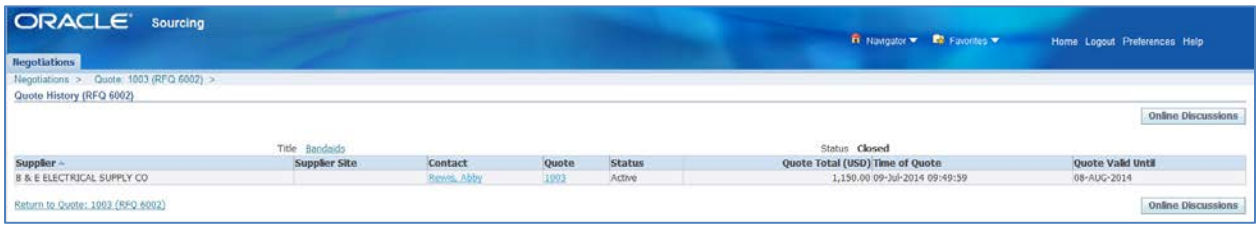
Show All Details | Hide All Details

Details	Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity Need-By Date	Promised Date	Line Total	Active Quotes
Show	1 Bandaids	CENTRAL WAREHOUSE	Blind			1.15 BOX 25	1,000	1,000 14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14	31-Jul-2014 09:49:49	1,150.00	Blind

Return to Negotiations

Actions Online Discussions Go

By changing the Actions List of Values on the Negotiations page to "View Quote History", you get a quick view of the information:



ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > Quote: 1003 (RFQ 6002) >

Quote History (RFQ 6002)

Online Discussions

Title Bandaids Status Closed

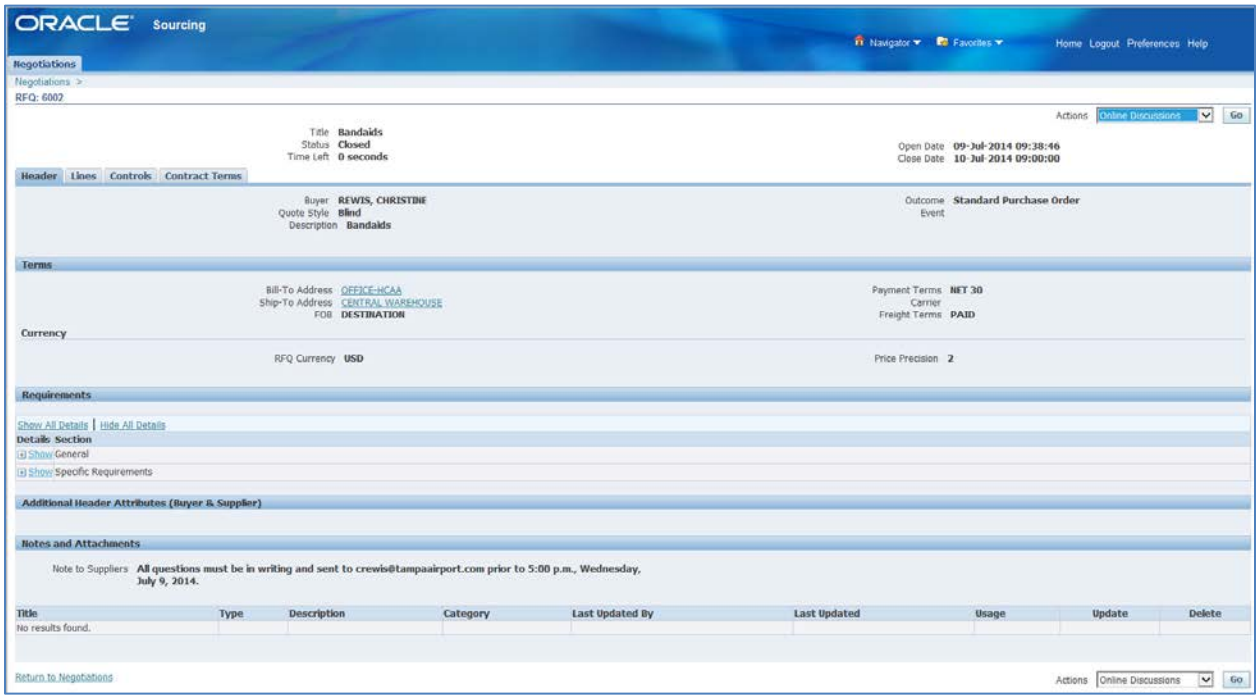
Supplier	Supplier Site	Contact	Quote	Status	Quote Total (USD)	Time of Quote	Quote Valid Until
B & E ELECTRICAL SUPPLY CO		Rewis, Abby	1003	Active	1,150.00	09-Jul-2014 09:49:59	08-AUG-2014

Return to Quote: 1003 (RFQ 6002)

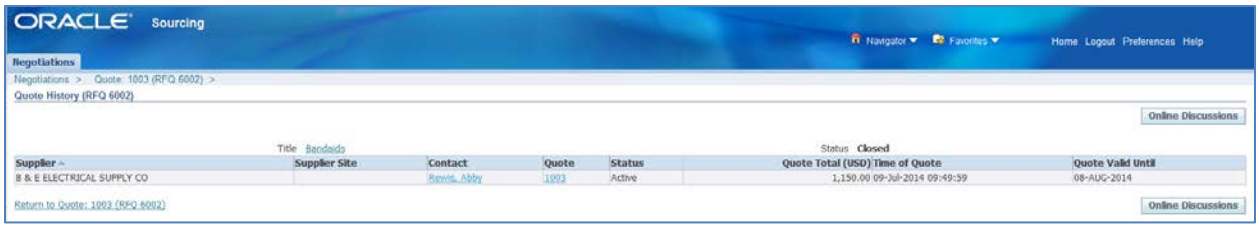
Online Discussions

Negotiation Number

Clicking on the hyperlink under Negotiation Number will allow you to view the RFQ in its entirety as issued by the Authority:

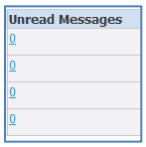


By changing the Actions List of Values to “View Quote History”, you get a quick view of the information:


ORACLE Sourcing
Navigator Favorites Home Logout Preferences Help
Negotiations
Negotiations > Quote: 1003 (RFQ 6002) >
Quote History (RFQ 6002)
Online Discussions
Title Bandaids
Status Closed
Supplier Supplier Site Contact Quote Status Quote Total (USD) Time of Quote Quote Valid Until
B & E ELECTRICAL SUPPLY CO Rewis, Abby 1003 Active 1,150.00 09-Jul-2014 09:49:59 08-AUG-2014
Return to Quote: 1003 (RFQ 6002)
Online Discussions

Unread Messages

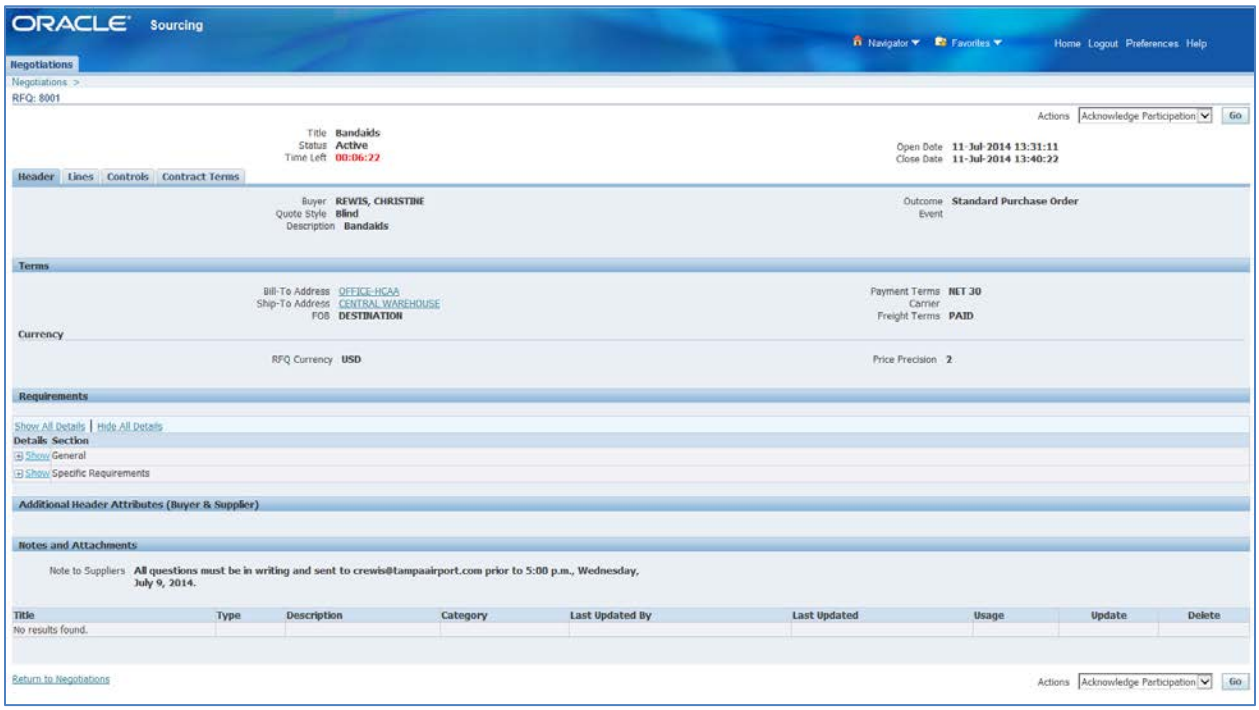
All messages communicated through the Online Discussion action are available under Unread Messages.



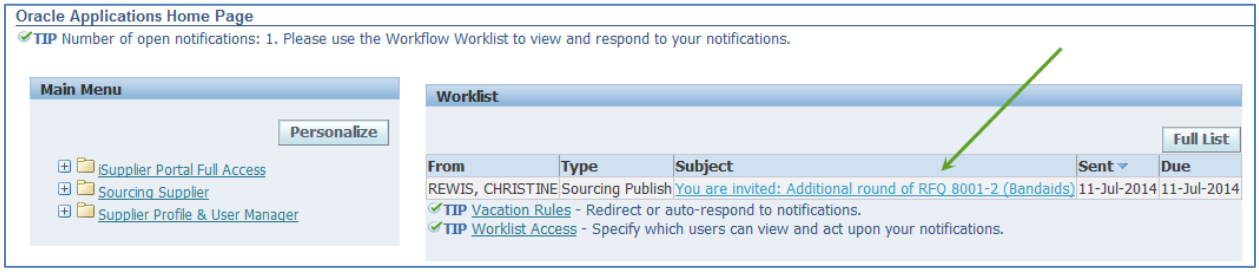
Your Company's Open Invitations

This section shows those Negotiations that your Company has received an invitation to:

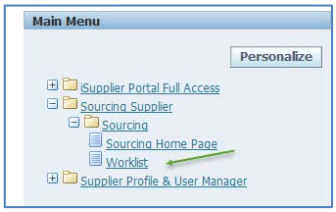
To respond to the invitation, click on the hyperlink under Negotiation Number. This opens the Negotiation (RFQ).



The invitation appears on your Oracle Applications Home Page:

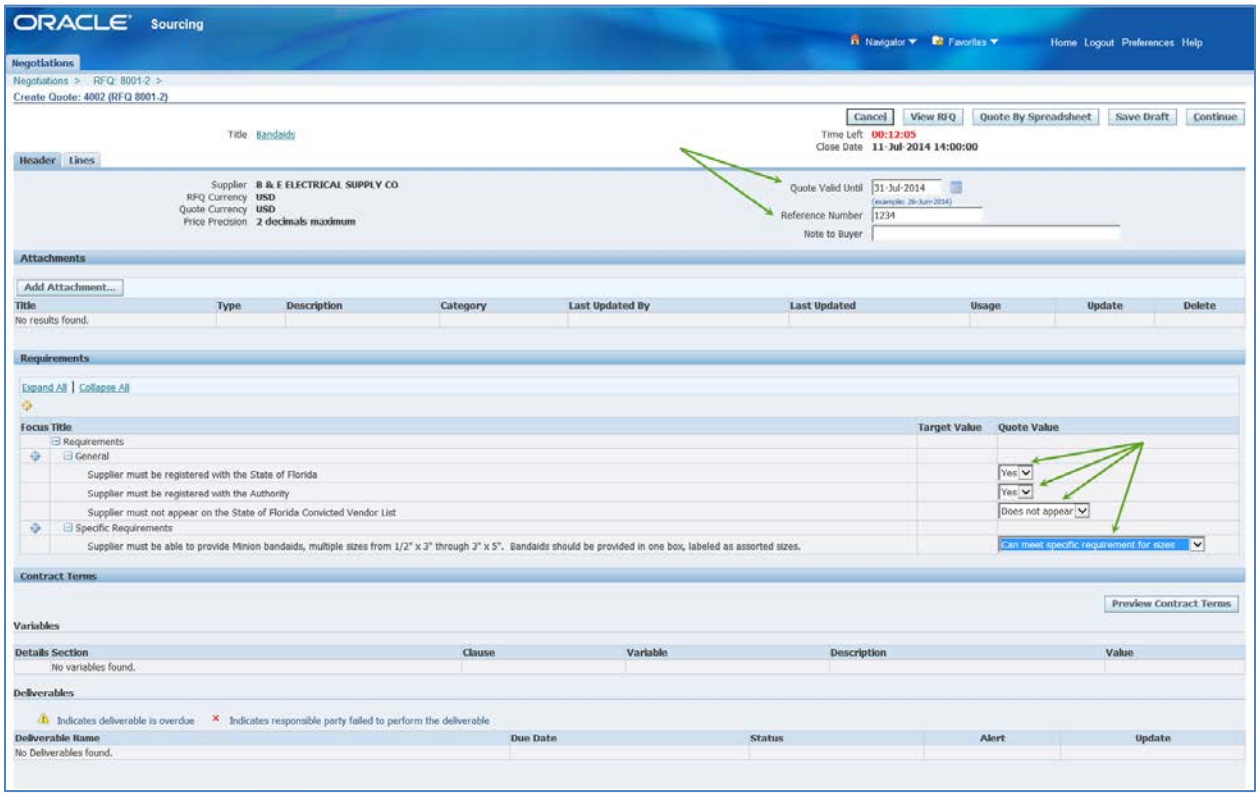


You can also access it via your Worklist:



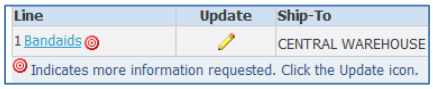
Step	Action
1.	In the **Actions List of Values**, make sure it says **Acknowledge Participation**. Click **Go.** Actions Acknowledge Participation Go
2.	If you are going to respond, check the **Yes** radio button; if not, click the **No** radio button and provide a **Note to Buyer.** Click **Apply.**
3.	Change the **Action List of Values** to **Create Quote.** Click **Go**. Actions Create Quote Go
4.	Fill in the information requested.

Header Page

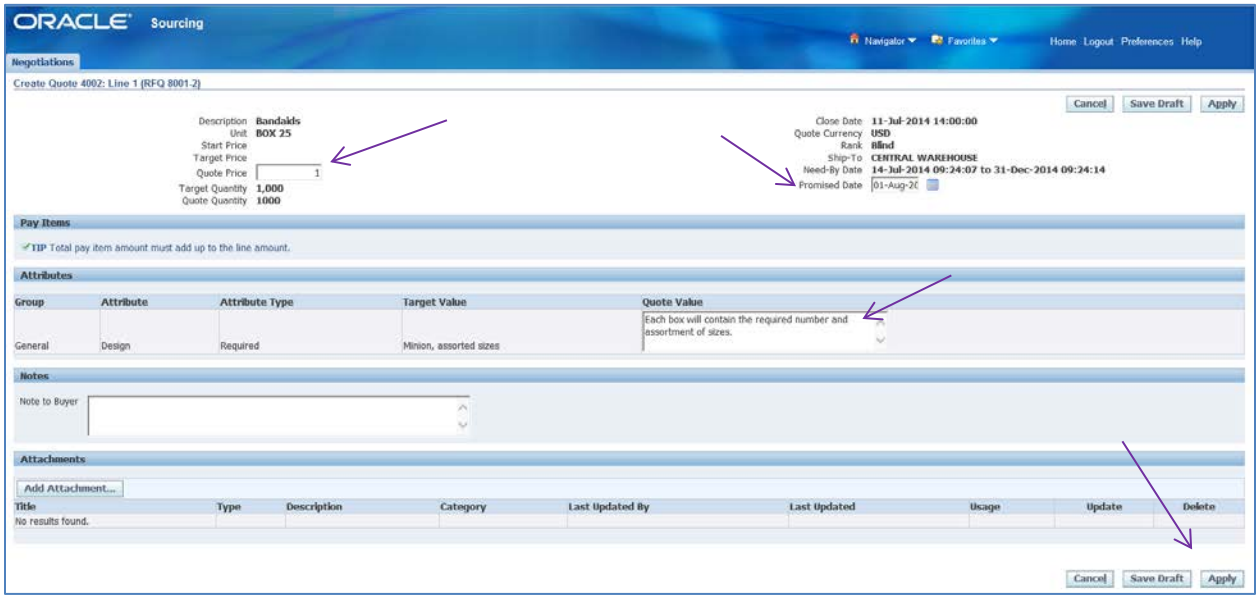

ORACLE Sourcing
Navigator Favorites Home Logout Preferences Help
Negotiations
Negotiations > RFQ: 8001-2 >
Create Quote: 4002 (RFQ 8001-2)
Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Title Bandaids
Time Left 00:12:05
Close Date 11-Jul-2014 14:00:00
Header Lines
Supplier B & E ELECTRICAL SUPPLY CO
RFQ Currency USD
Quote Currency USD
Price Precision 2 decimals maximum
Quote Valid Until 31-Jul-2014
Reference Number 1234
Note to Buyer
Attachments
Add Attachment...
Title Type Description Category Last Updated By Last Updated Usage Update Delete
No results found.
Requirements
Expand All | Collapse All
Focus Title Target Value Quote Value
Requirements
General
Supplier must be registered with the State of Florida
Supplier must be registered with the Authority
Supplier must not appear on the State of Florida Convicted Vendor List
Specific Requirements
Supplier must be able to provide Minion bandaids, multiple sizes from 1/2" x 3" through 3" x 5". Bandaids should be provided in one box, labeled as assorted sizes.
Contract Terms
Preview Contract Terms
Variables
Details Section Clause Variable Description Value
No variables found.
Deliverables
Indicates deliverable is overdue
Indicates responsible party failed to perform the deliverable
Deliverable Name Due Date Status Alert Update
No Deliverables found.

Lines Page

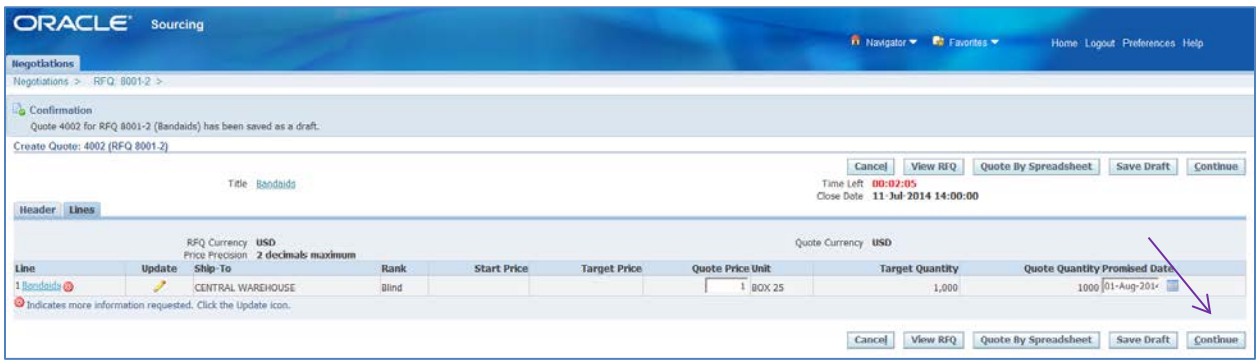
There are questions that need to be answered on the Lines Page. You can see this by the red dot next to the Line and the pencil icon under Update. Click on the pencil to update the information.



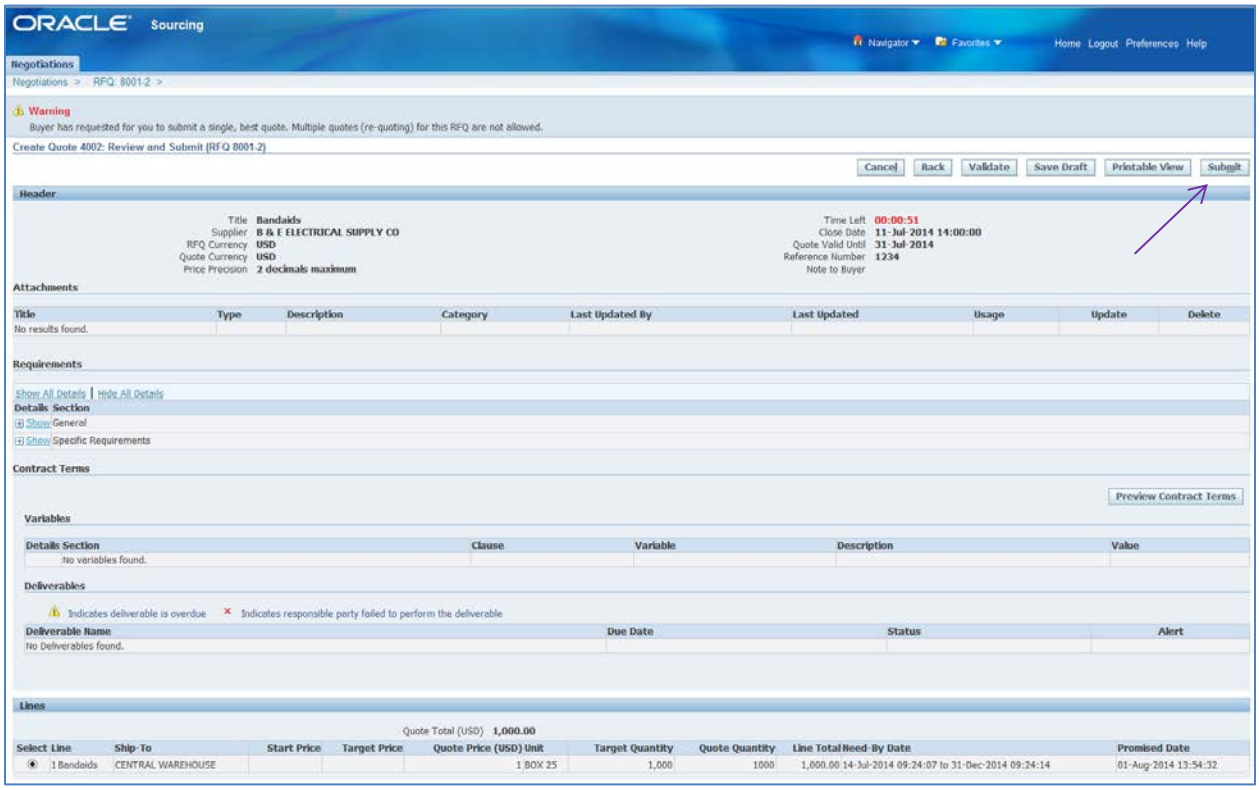
Fill in the information in Quote Value. You are able to fill in the Quote Price and Promised Date on this page as well. Then click Apply.



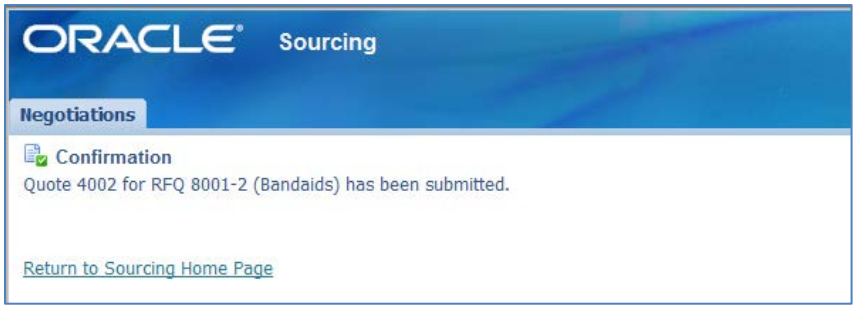
Save your quote then click Continue.



You can now submit your quote.

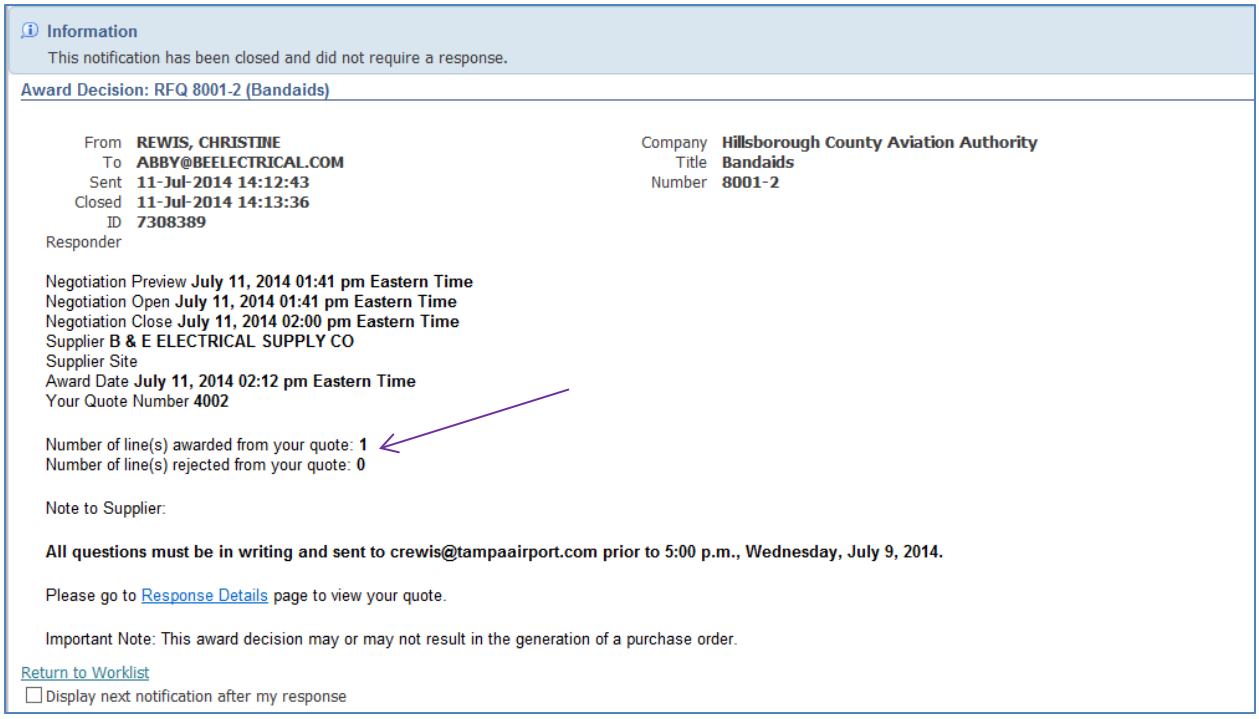

ORACLE Sourcing
Navigator
Favorites
Home Logout Preferences Help
Negotiations
Negotiations > RFQ: 8001-2 >
Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.
Create Quote 4002: Review and Submit (RFQ 8001-2)
Cancel
Back
Validate
Save Draft
Printable View
Submit
Header
Title Bandaids
Supplier B & E ELECTRICAL SUPPLY CO
RFQ Currency USD
Quote Currency USD
Price Precision 2 decimals maximum
Time Left 00:00:51
Close Date 11-Jul-2014 14:00:00
Quote Valid Until 31-Jul-2014
Reference Number 1234
Note to Buyer
Attachments
Title Type Description Category Last Updated By Last Updated Usage Update Delete
No results found.
Requirements
Show All Details | Hide All Details
Details Section
Show General
Show Specific Requirements
Contract Terms
Preview Contract Terms
Variables
Details Section Clause Variable Description Value
No variables found.
Deliverables
Indicates deliverable is overdue
Indicates responsible party failed to perform the deliverable
Deliverable Name Due Date Status Alert
No Deliverables found.
Lines
Quote Total (USD) 1,000.00
Select Line Ship-To Start Price Target Price Quote Price (USD) Unit Target Quantity Quote Quantity Line Total Need-By Date Promised Date
1 Bandaids CENTRAL WAREHOUSE 1 BOX 25 1,000 1000 1,000.00 14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14 01-Aug-2014 13:54:32

The System will confirm that your quote has been submitted:



For specific information, you can click on any of the hyperlinks under the Quick Links.

Once the Negotiation has closed, the Authority will review all quotes received and issue award. You will receive email notification regarding the award once it is complete. A notification also appears in your Worklist.


Information

This notification has been closed and did not require a response.

Award Decision: RFQ 8001-2 (Bandaids)

From **REWIS, CHRISTINE**
To **ABBY@BEELECTRICAL.COM**
Sent **11-Jul-2014 14:12:43**
Closed **11-Jul-2014 14:13:36**
ID **7308389**
Responder

Company **Hillsborough County Aviation Authority**
Title **Bandaids**
Number **8001-2**

Negotiation Preview **July 11, 2014 01:41 pm Eastern Time**
Negotiation Open **July 11, 2014 01:41 pm Eastern Time**
Negotiation Close **July 11, 2014 02:00 pm Eastern Time**
Supplier **B & E ELECTRICAL SUPPLY CO**
Supplier Site
Award Date **July 11, 2014 02:12 pm Eastern Time**
Your Quote Number **4002**

Number of line(s) awarded from your quote: **1**
Number of line(s) rejected from your quote: **0**

Note to Supplier:

All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014.

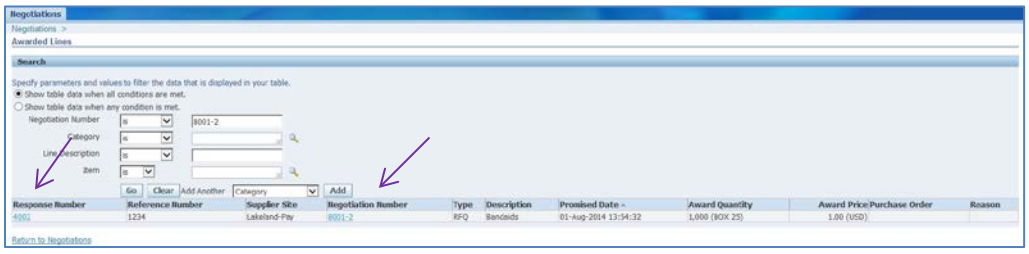
Please go to Response Details page to view your quote.

Important Note: This award decision may or may not result in the generation of a purchase order.

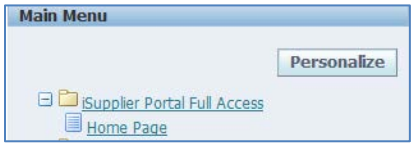
Return to Worklist
Display next notification after my response

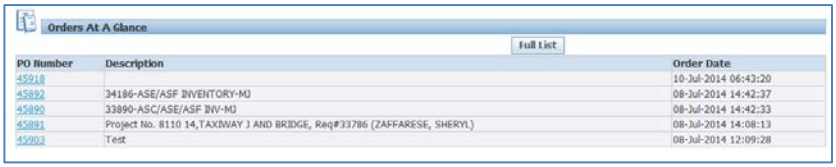
This notification shows that the quote was awarded to your Company. You can view the quote information by clicking on the Awarded hyperlink under View Responses.

The Awarded Lines page allows you to click on the Response Number or Negotiation Number hyperlink to view the quote history, as shown on pages 56 and 57.



A Purchase Order will be issued at the conclusion of the Negotiation. A copy will be available in iSupplier Portal Full Access under Orders at a Glance.

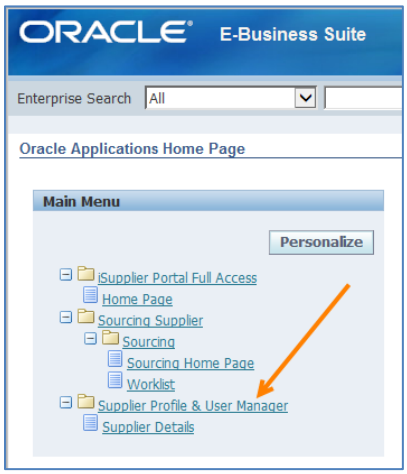




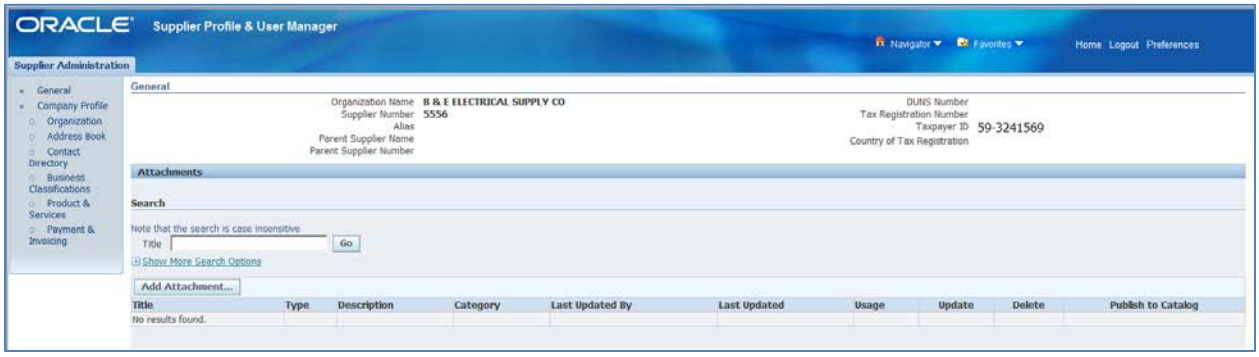
Supplier Profile & User Manager

The Supplier Profile & User Manager is the administrative arm of the Supplier Portal. Only Administrators have access to this as it enables the Administrative to make changes to the Supplier Profile. You should identify one Administrator and one back-up.

Click on Supplier Profile & User Manager then Supplier Details to access this section.



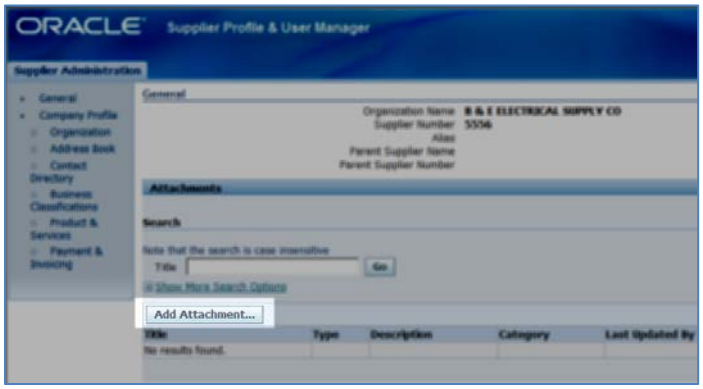
This is what the Supplier Administration page looks like:



General

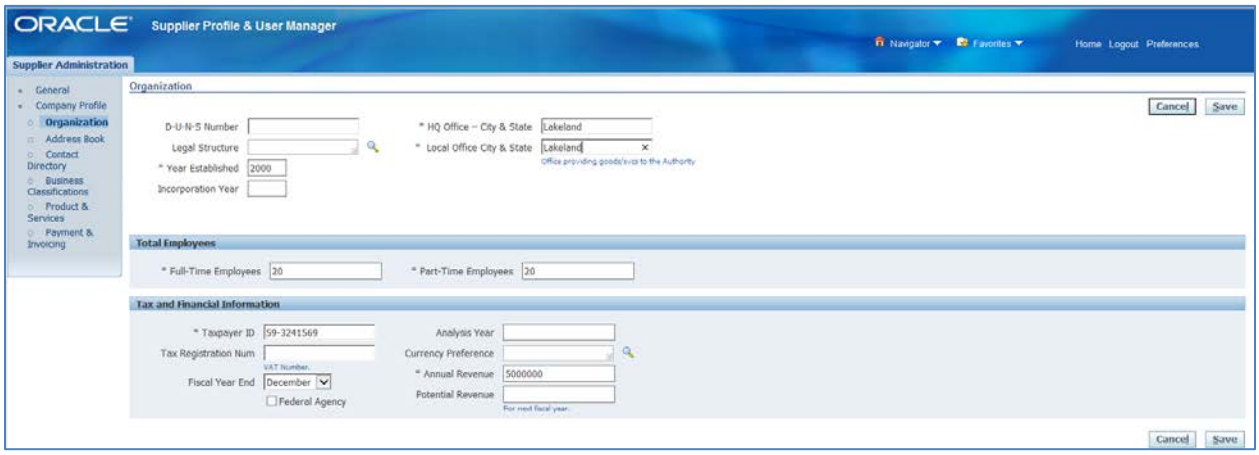
The General section provides basic Company information. This is the best place to add attachments that pertain to your Company such as minority certificates or licenses.

To add an attachment, click on the Add Attachment button.



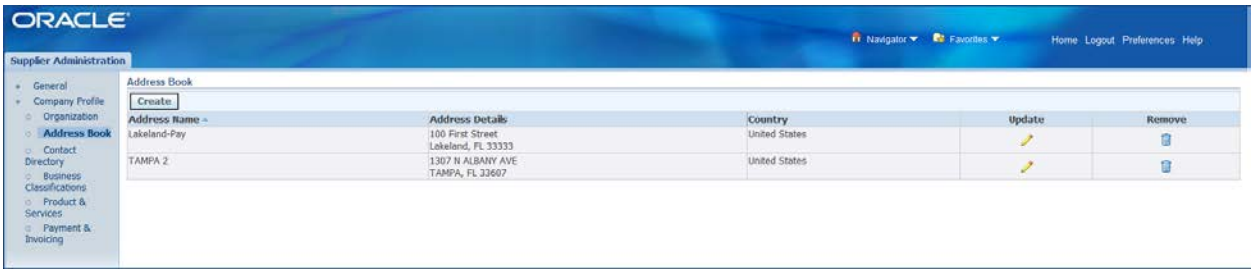
Organization

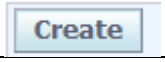
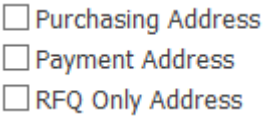
The Organization page provides additional general information about your Company. The fields marked with an asterisk (*) are required fields.

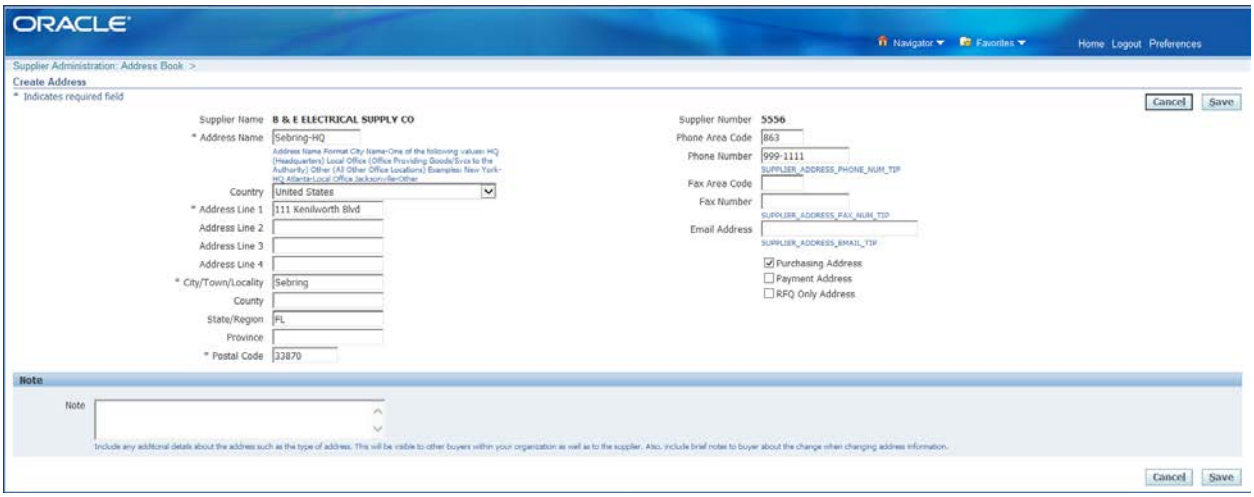


Address Book

The Address Book lists the various addresses for your Company.



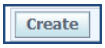
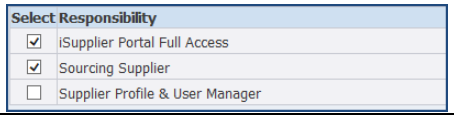
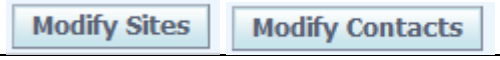
Step	Action
1.	To set up a new address, click the **Create** button. 
2.	The Address Name should be the City of the address. To make a specific identification of the address, add a hyphen and the descriptive word (i.e. –Payment) to the end of the address name. All fields with an asterisk (*) are required. Click **Apply.**
3.	Select the option(s) that apply to this address: **Purchasing Address, Payment Address, RFQ Only Address.** 
4.	When all information is completed, click **Save.**



Contact Directory

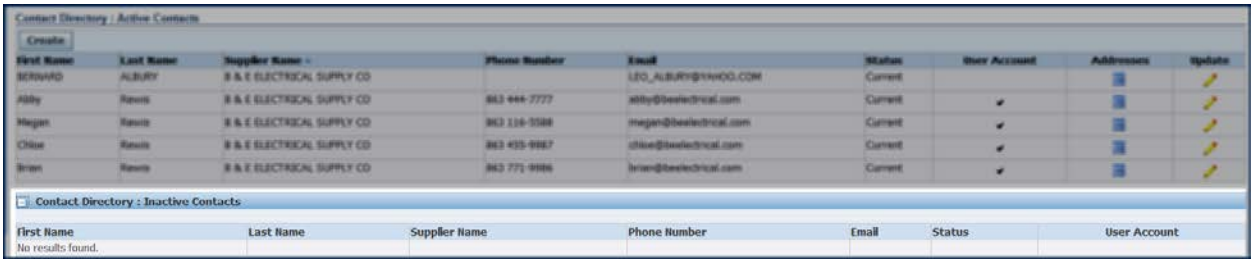
The Contact Directory lists Company employees with access to the Portal.

This section provides a list of your employee(s) that have access to the Supplier Portal. The employee may just be listed as a contact, with no responsibilities, or may be a contact that has any or all of the three responsibilities (iSupplier Full Access, Sourcing, Supplier User & Profile Manager). To view the responsibilities granted to an individual user simply click on the pencil icon below Update.

Step	Action
1.	To set up a new contact, click the **Create** button. 
2.	Fill in the relevant information. Check the box next to the **Create User Account for this Contact.** The checkbox next to **Certification Reminders** should be checked. All fields with an asterisk (*) are required. Click **Apply.**
3.	Check the box next to each **Responsibility** the user is being provided access to. REMEMBER: do not click the box next to **Supplier Profile & User Manager** if the user is not an Administrator. We recommend only **2** users be provided this responsibility. 
4.	If there are Supplier or contact restrictions, you are able to note these by clicking on the appropriate **Modify** button. You will need to modify a site first, log out of the System then log back in to be able to modify the contact(s) associated with that site. 
5.	Once you have provided all necessary information, click **Apply.**

The new contact will receive a System generated email with their user name and temporary password. The first time they log into the System, they will be required to change their password.

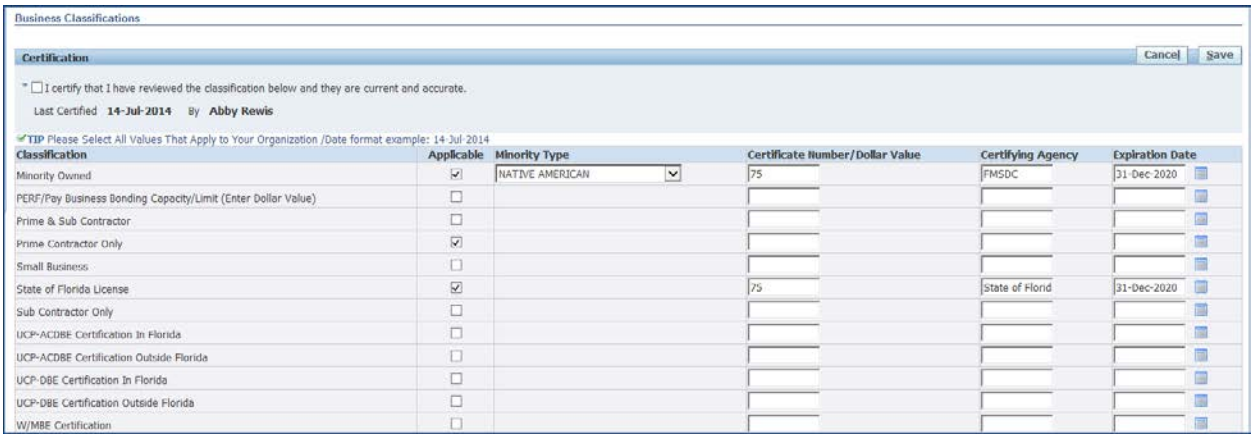
If you inactivate any of your contacts, they will be listed under Contact Directory: Inactive Contacts.



Business Classifications

The Business Classifications section provides the Authority with important information concerning licensure, bonding capabilities, minority status and whether you are a prime Supplier, a sub or both. This information aids us in meeting our diversity requirements as well as being able to continue to assist the minority community in business opportunities with the Authority.

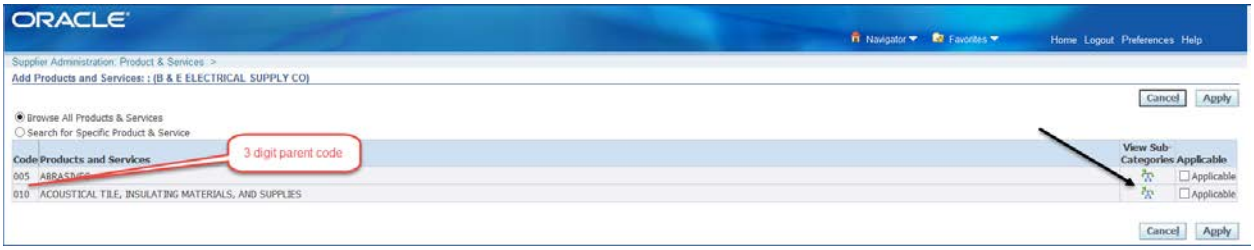
Generally, this information will be completed during the initial set up of your Profile. However, updates to all relevant certifications are to be made here once the certification has been renewed. Copies of the certificates can be scanned and uploaded to the General page.



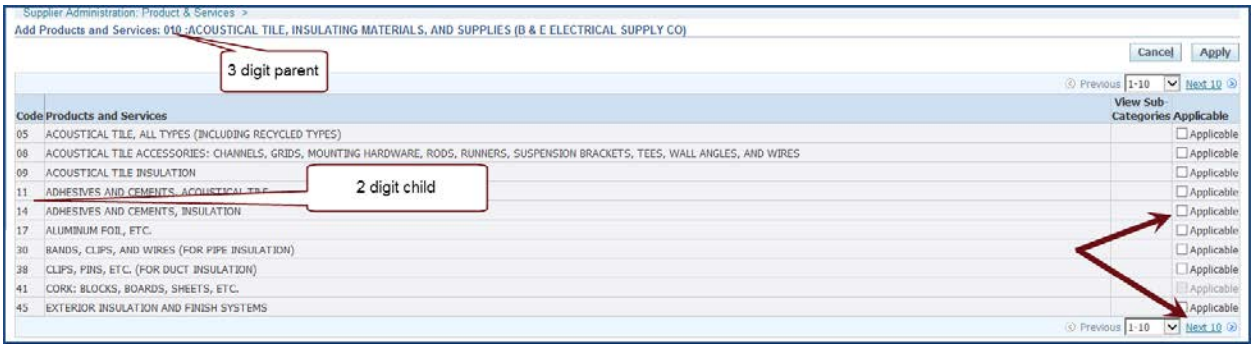
Products and Services

The Products and Services section provides specific codes that indicate the good(s) and/or service(s) that you will be providing to the Authority.

Products and Services codes are based upon the NIGP Living Code (for additional information, visit www.nigp.com). The code numbers have a three digit "parent" code which identifies the group. The two digit "child" code, which is found after the hyphen, actually identifies a particular good or service. The Authority asks that you do NOT select a three digit parent code; always click on the icon under "View Sub-Categories" to pull up the list of two digit child codes.

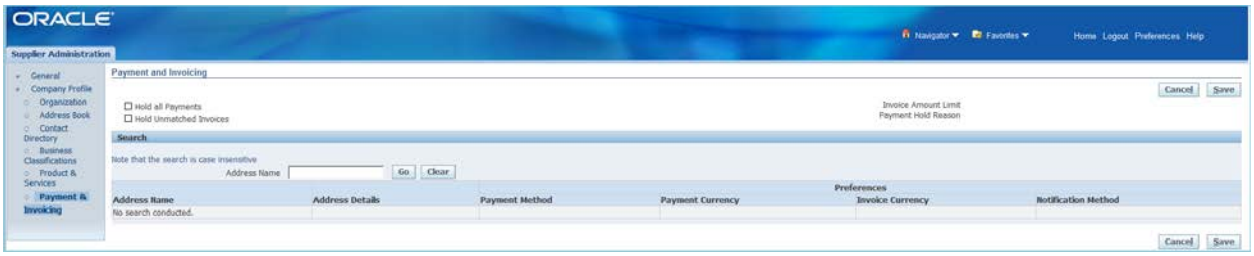


Step	Action
1.	To search the list of codes by browsing, click the radio button next to **Browse All Products & Services**. ◉ Browse All Products & Services Click on the icon.
2.	Select the appropriate "child" code(s) by checking the box next to **Applicable.** If you need to continue searching this "parent" code, click **Next 10**. Once all codes are selected, click **Apply.**

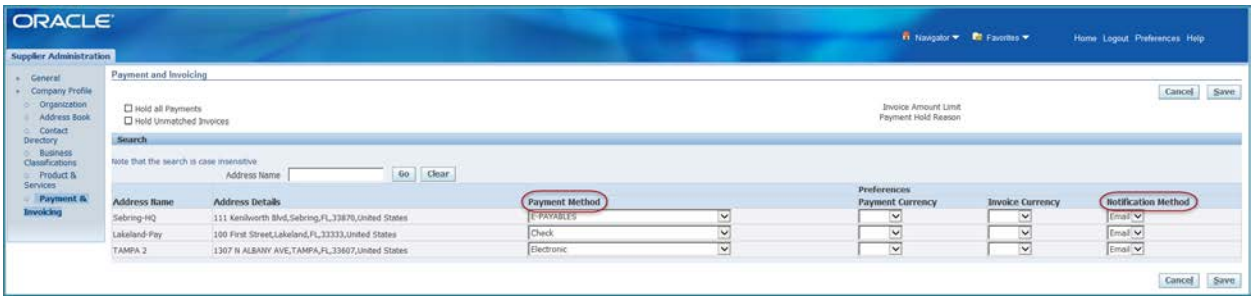

Supplier Administration: Product & Services >
Add Products and Services: 010 :ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (B & E ELECTRICAL SUPPLY CO)
3 digit parent
Cancel
Apply
Previous 1-10 Next 10
Code
Products and Services
View Sub-Categories
Applicable
05 ACOUSTICAL TILE, ALL TYPES (INCLUDING RECYCLED TYPES)
08 ACOUSTICAL TILE ACCESSORIES: CHANNELS, GRIDS, MOUNTING HARDWARE, RODS, RUNNERS, SUSPENSION BRACKETS, TEES, WALL ANGLES, AND WIRES
09 ACOUSTICAL TILE INSULATION
11 ADHESIVES AND CEMENTS, ACOUSTICAL TILE
2 digit child
14 ADHESIVES AND CEMENTS, INSULATION
17 ALUMINUM FOIL, ETC.
30 BANDS, CLIPS, AND WIRES (FOR PIPE INSULATION)
38 CLIPS, PINS, ETC. (FOR DUCT INSULATION)
41 CORK: BLOCKS, BOARDS, SHEETS, ETC.
45 EXTERIOR INSULATION AND FINISH SYSTEMS

Payment and Invoicing

The Payment and Invoicing section will allow you to select payment method(s) by address (site). It also allows you to set up the method of notification when a payment has been made.



Step	Action
1.	To get a list of your Company addresses, click **Go**.
2.	For each address, click on the **Payment Method** list of values then click on the **Notification Method** to choose how you would like to be contacted when payment is made. Once all selections are made, click **Save.**



Conclusion

Congratulations! You have successfully navigated through the Authority's Supplier Portal and now have the knowledge necessary to interact with us in real-time. As you become more proficient in the System, you will find it much easier to answer those daily questions:

- "Has a purchase order been issued?"
- "What is the status of this invoice?"
- "Are all the deliverables for this purchase order completed?"
- "When was this invoice paid?"

We encourage you to explore the information you now have access to; please don't hesitate to contact us if you ever need assistance. procurementhelpline@tampaairport.com or (813) 870-8796.

Bon Voyage!